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ABSTRACT

The current edition of the Clemson University faculty handbook details the organization and general administration of the university; the academic administration; university councils; and university committees. Policy statements are included regarding academic freedom, employment regulations, faculty ethics, appointments and promotions, participation in administrator selection, and political activities. A list of fringe benefits, facilities and services available to faculty is included. (JMF)

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MANUAL
FOR
FACULTY MEMBERS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HE 007 145

Clemson University offers equal educational opportunity to all persons without regard to race, sex, creed, color or national origin.

This policy applies in all matters, including:

1. Admission and education of students.
2. Availability of student loans, grants, scholarships and job opportunities.
3. Employment and promotion of teaching and non-teaching personnel.
4. Student and faculty housing situated on premises owned or occupied by the University.
5. Off-campus housing not owned by the University but listed with the University for referral purposes.
6. Activities conducted on premises owned or occupied by the University.

CLEMSON UNIVERSITY

MANUAL

for

FACULTY MEMBERS

Office of the
Vice President for Academic Affairs
and Dean of the University

1972

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FOREWORD

The purpose of this manual is to assemble in one booklet for faculty members policy statements, plans of organization, informational items, and the Constitution and By-laws of the Faculty and Faculty Senate. Not included are such matters as academic regulations, which are published in the University undergraduate and graduate catalogs; academic procedures and rules for students, published in the Student Handbook; or fiscal procedures which are developed by the Office of the Vice President for Business and Finance and Comptroller and which are published in a Business Manual available in offices of department heads and other University administrators.

The Manual for Faculty Members was first published in February 1960. At that time the late Dr. F. M. Kinard, Dean of the College, indicated that faculty and administration had both played an important role in formulating policies. The Manual was revised in January 1966 under the direction of Dr. Jack K. Williams, who at that time was Vice President for Academic Affairs and Dean of the University.

It has become increasingly evident as times have changed and the University has assumed an increasingly important role in South Carolina education, that University policies needed revising. The merging of the Academic and Research Faculties into the University Faculty in April 1970 in itself called for revision in the Manual in order to publish the new constitution and by-laws. The Faculty Manual, as presented, is a tribute to the Faculty Senate and administrative personnel who put it together.

Victor Hurst
Vice President for Academic Affairs
and Dean of the University

March, 1972

HISTORICAL STATEMENT

Clemson University is a land-grant, state supported institution established in accordance with the will of Thomas Green Clemson and the Act of Acceptance of the General Assembly of South Carolina. Clemson died in the year 1888 and the State accepted his bequest for the founding of the University in 1889.

Although born in Philadelphia and completing his formal education abroad at the Royal School of Mines in Paris (1828-1832), Thomas Clemson became closely identified with South Carolina upon his marriage to Anna Maria Calhoun, which occurred at Fort Hill, the South Carolina home of the bride's parents, on November 13, 1838. For the next fifty years, until his death on April 6, 1888, Clemson became increasingly familiar with and concerned by all that affected his wife's native state and the region of which it was a part.

Educated as a scientist and trained as a mining engineer, Clemson's interests in agriculture and politics were greatly stimulated by his marriage into the Calhoun family. His wife's father, John C. Calhoun, was one of the most prominent American statesmen of the first half of the nineteenth century, and before his death in 1850 he had served as Congressman and Senator from South Carolina, as Vice President of the United States, and as Secretary of War and Secretary of State.

The Calhouns had come to Fort Hill to make their home in 1825. Here, over the next few years, John C. Calhoun developed extensive agricultural operations despite the demands which official duties in Washington made upon his time. It was partly to help Calhoun improve the efficiency of his farming that Thomas Clemson, some two years after his marriage, returned to South Carolina to live. He almost immediately recognized that the problems of agriculture in the South belonged as much in the area of science as they did in the field of politics. During these years, before he went to Belgium in 1844 as a diplomatic representative of the United States Government, Clemson gained the firsthand experience which led to his conviction that success in agriculture must be based upon scientific knowledge and the application of scientific principles to the cultivation of the land.

When he and his family returned from Belgium in 1852, Clemson bought a small farm in Maryland, near Washington, D. C., where he continued his interests in advancing a more scientific agriculture by his own investigations and by publishing numerous papers in the fields of mining, chemistry, and agriculture. His varied activities included his assistance in the establishment of the Maryland Agricultural College, his support of the Morrill Act,

and his service as the first Superintendent of Agricultural Affairs in Washington (1860).

Following the Civil War, in which he had participated on the Southern side, Clemson brought his family to Pendleton, South Carolina, to live. His wife's mother, Mrs. John C. Calhoun, who was residing in Pendleton, died in the summer of 1866. When her estate was settled, the Clemsons came into possession of the Fort Hill plantation. Here, in the house where he had been married and which had meant so much to his wife's family, Clemson lived for the remainder of his life and vigorously pursued his goal of improving conditions in South Carolina, proposing a thorough education in science as a means toward that end.

As a young man Clemson had felt it necessary to go to Europe in order to receive the best scientific education then available. As he grew older, he became more and more obsessed with the idea that the sciences must be taught as thoroughly and equally as well in this country. After the Civil War he believed that the only way the South could be revived economically, politically, and socially was to provide for the scientific education of its youth.

The death of his wife and all of his children several years before his own gave Clemson the choice of using his wealth to establish in South Carolina the kind of institution which he had in mind. With the help of his lawyers and the counsel of his most intimate friends, Clemson devised a will which provided at his death "for the establishment of a scientific institution upon the Fort Hill place."

The Clemson will created a Board of Trustees of seven members who would serve for life and who were empowered to fill any vacancies which might occur in their number. It also stipulated that the General Assembly of South Carolina, if the State accepted the bequest, could provide for the appointment or election of as many as six additional trustees. If the State failed to accept the bequest, he will directed the seven life trustees to "erect upon the Fort Hill place such a school or college for the youth of South Carolina as, in their judgment, will be for their best interest."

Among those who were most active in persuading the General Assembly of South Carolina to accept the Clemson bequest was Benjamin Ryan Tillman (1847-1918), who was Governor of South Carolina from 1890 to 1894. He was one of the original seven life-members of the Board of Trustees and continued his very close interest in Clemson College, as it was then known, even after he went to Washington to serve as United States Senator from South Carolina. Tillman Hall, one of the oldest and most historic buildings on the Clemson campus, is named in his honor.

On July 1, 1964, the name of the institution became Clemson University in recognition of the fact that Clemson was already performing the duties and fulfilling the responsibilities which entitled it to this designation. The administrative structure of the University now includes the College of Agricultural Sciences, the College of Architecture, the College of Education, the College of Engineering, the College of Forest and Recreation Resources, the College of Industrial Management and Textile Science, the College of Liberal Arts, the College of Nursing, and the College of Physical, Mathematical, and Biological Sciences. The Robert Muldrow Cooper Library and the Computer Center support the instructional and research programs of the various Colleges. The University operates two off-campus centers — one in Greenville, South Carolina and one in Sumter, South Carolina — where students may complete the first two years of undergraduate instruction.

During the first year that Clemson was open to students the total enrollment was 446. The fall semester enrollment for 1971 reached a record high of 8,890. This total includes 6,865 undergraduate students, 1,551 graduate students and an enrollment of 474 at the Greenville and Sumter campuses. More women, 2,216, were enrolled in Clemson in the fall of 1971 than ever before. Significant trends in growth during the past few years at Clemson include a thirty-seven per cent increase in total enrollment and rapid enrollment and curriculum expansion in education, liberal arts, social sciences, administrative management sciences, nursing, and recreation and park administration.

Clemson University became an accredited member of the Southern Association of Colleges and Schools in 1927. The curricula in agricultural, ceramic, chemical, civil, electrical, and mechanical engineering are accredited by the Engineers' Council for Professional Development. The American Chemical Society has accredited the curriculum in chemistry, and the Society of American Foresters has accredited the curriculum in forestry. The architectural curriculum has been accredited by the National Architectural Accrediting Board.

ORGANIZATION AND GENERAL ADMINISTRATION OF THE UNIVERSITY

BOARD OF TRUSTEES

In accord with the will of Thomas Clemson and the Act of Acceptance by the General Assembly of South Carolina, the University Board of Trustees consists of thirteen members, including seven life and self-perpetuating trustees and six elected by the General Assembly, three every two years for four-year terms. The Board meets at least three times each year, generally in February, June, and October.

The presiding officer is the President of the Board and is elected by the Board to serve for a four-year term or until a successor is chosen. The Board is served by a secretary, a non-member who holds the position in the institution of Vice President for Executive Affairs.

There are four standing committees of the Board, including the Executive Committee, the Educational Policy and Student Affairs Committee, the Development and Public Relations Committee, and the Agricultural Regulatory Committee.

The 1971 membership of the Board of Trustees is:

Life Members

Edgar A. Brown, President of the Board	Barnwell
James F. Byrnes	Columbia
Winchester Smith	Williston
Robert R. Coker	Hartsville
James C. Self	Greenwood
Frank J. Jervey	Clemson
Patrick N. Calhoun	Charlotte, N. C.

Term Expires 1974

A. M. Quattlebaum	Florence
L. D. Holmes	Johnston
E. Oswald Lightsey	Hampton

Term Expires 1976

W. Gordon McCabe, Jr.	Greenville
Paul Quattlebaum, Jr.	Charleston
T. Kenneth Cribb	Spartanburg

THE ADMINISTRATION

The President of the University (Robert Cook Edwards) is the chief executive and administrative officer appointed by the Board of Trustees. The administration of the University is divided into five areas, each headed by an executive officer responsible to the President. The five executive officers are:

Vice President for Academic Affairs and Dean of the University ..... Victor Hurst

Vice President for Student Affairs ..... W. T. Cox

Vice President for Business and Finance and Comptroller ..... Melford A. Wilson

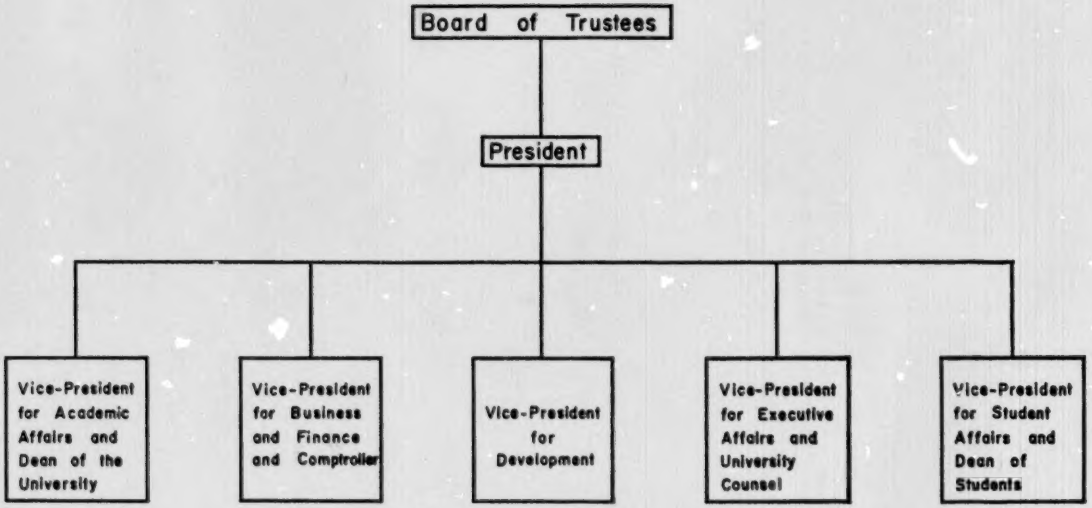
Vice President for Development ..... S. C. Nicholas

Vice President for Executive Affairs ..... A. W. Rigsby

Organizational charts are presented on the following pages. Areas of responsibility assigned to each executive officer are shown on these charts.

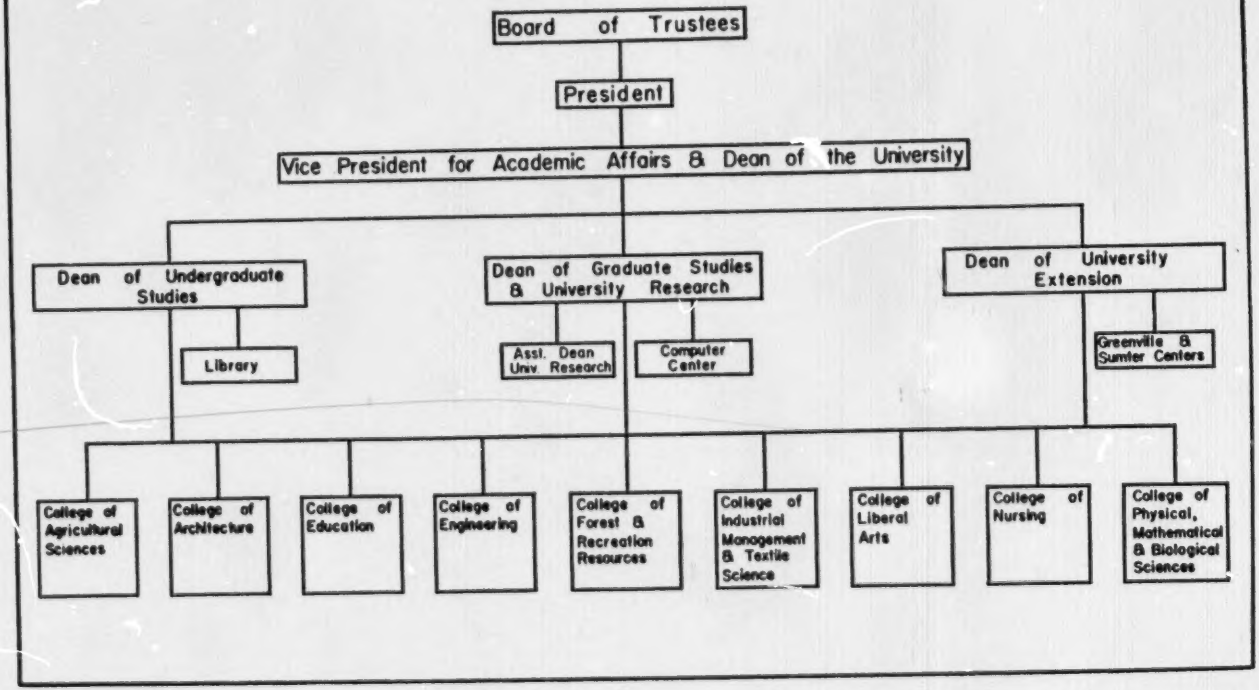
CLEMSON UNIVERSITY

Organizational Chart


Board of Trustees
President
Vice-President for Academic Affairs and Dean of the University
Vice-President for Business and Finance and Comptroller
Vice-President for Development
Vice-President for Executive Affairs and University Counsel
Vice-President for Student Affairs and Dean of Students

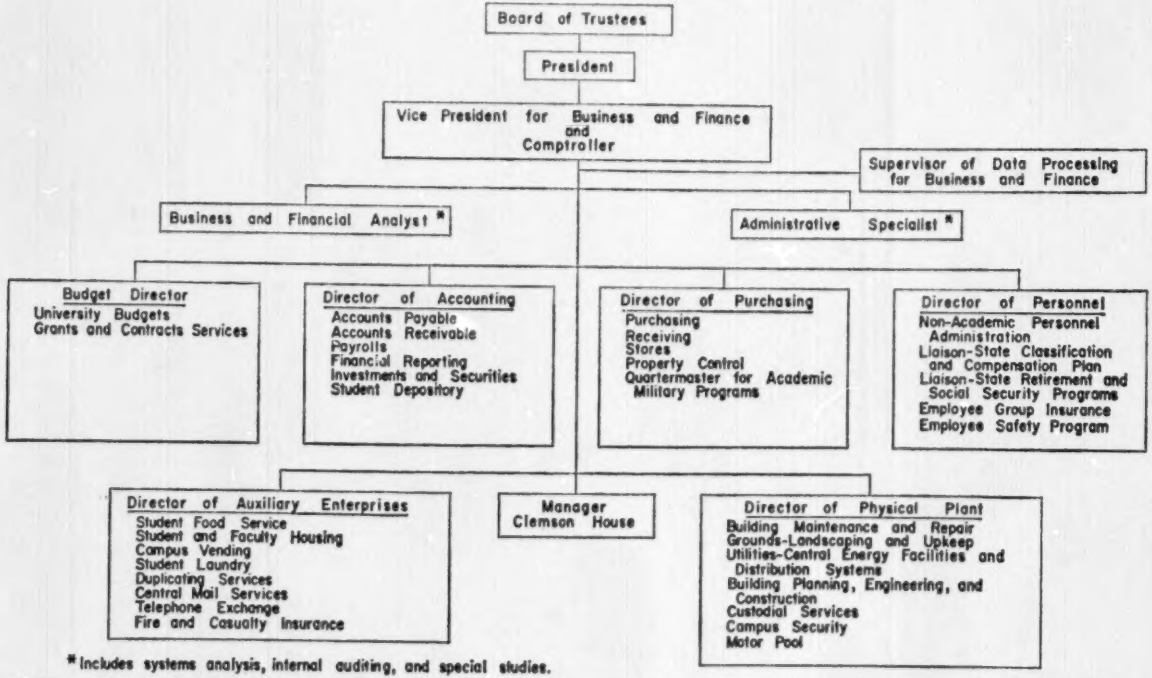
CLEMSON UNIVERSITY

Academic Affairs Organizational Chart


Board of Trustees
President
Vice President for Academic Affairs & Dean of the University
Dean of Undergraduate Studies
Library
Dean of Graduate Studies & University Research
Assl. Dean Univ. Research
Computer Center
Dean of University Extension
Greenville & Sumter Centers
College of Agricultural Sciences
College of Architecture
College of Education
College of Engineering
College of Forest & Recreation Resources
College of Industrial Management & Textile Science
College of Liberal Arts
College of Nursing
College of Physical, Mathematical & Biological Sciences

CLEMSON UNIVERSITY

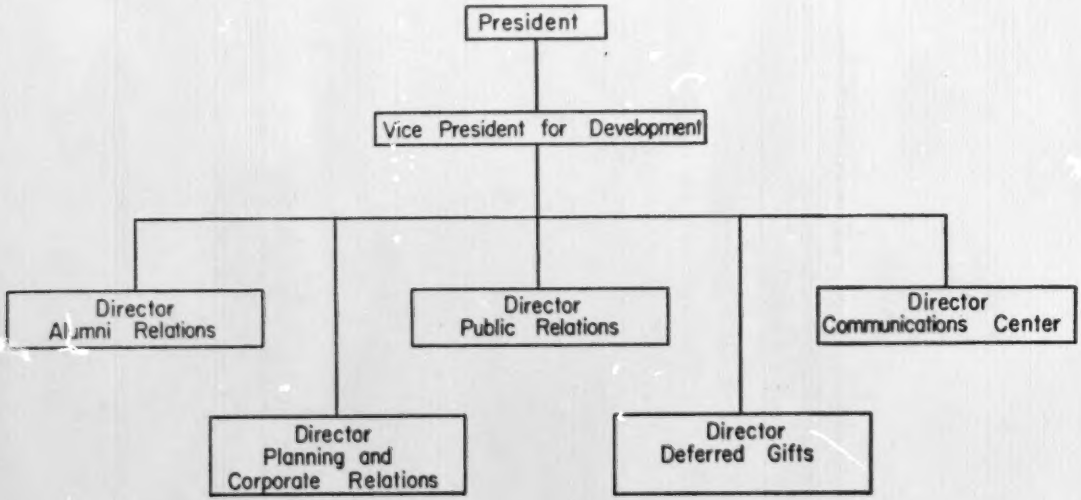
Business and Finance Organizational Chart



*Includes systems analysis, internal auditing, and special studies.

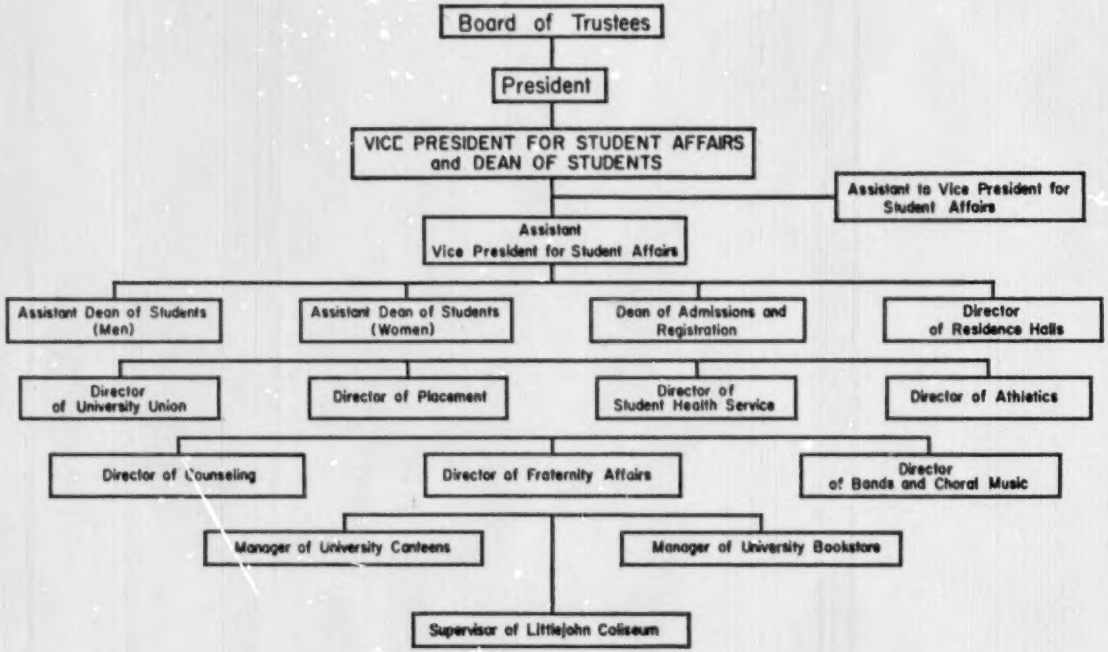
CLEMSON UNIVERSITY

Office for Development Organizational Chart



CLEMSON UNIVERSITY

Student Affairs Organizational Chart


Board of Trustees
President
VICE PRESIDENT FOR STUDENT AFFAIRS and DEAN OF STUDENTS
Assistant to Vice President for Student Affairs
Assistant Vice President for Student Affairs
Assistant Dean of Students (Men)
Assistant Dean of Students (Women)
Dean of Admissions and Registration
Director of Residence Halls
Director of University Union
Director of Placement
Director of Student Health Service
Director of Athletics
Director of Counseling
Director of Fraternity Affairs
Director of Bands and Choral Music
Manager of University Canteens
Manager of University Bookstore
Supervisor of Littlejohn Coliseum

ACADEMIC ADMINISTRATION

THE PRESIDENT

The President, as chief executive officer of the University, has general supervision over all its activities. He is an ex officio member of all councils and committees, and is liaison officer between the Board of Trustees and all faculty and staff. He presides at meetings of the general staff of the University and at commencements. He recommends to the Board of Trustees the appointment of the five executive officers of the University and passes upon all appointments and policy recommendations made by these officers.

THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE UNIVERSITY

The Vice President for Academic Affairs and Dean of the University has administrative jurisdiction over teaching, research, extension, and regulatory programs and personnel. He recommends to the President long range plans for academic development and formulates policies to implement approved plans. He coordinates and furnishes direction and guidance to deans and directors in the development and operation of academic programs. He presides at meetings of the faculty and serves as liaison officer between the Faculty Senate and the President.

THE DEAN OF UNDERGRADUATE STUDIES

The Dear of Undergraduate Studies coordinates all undergraduate study programs. He advises the Dean of the University on policies and regulations affecting undergraduate studies. All decisions as they affect the undergraduate student related to curricula, the academic aspects of course scheduling, academic counseling, the improvement of teaching, criteria for admissions and enrollment, and work loads for students and faculty are coordinated through his office. The Dean of Undergraduate Studies chairs the Undergraduate Council and is administratively responsible for the University Library, the Summer Sessions, the Honors Program Council, and the Scholarships and Awards Committee.

THE DEAN OF GRADUATE STUDIES AND UNIVERSITY RESEARCH

The Dean of Graduate Studies and University Research coordinates all graduate programs and University research. He advises

the Dean of the University on all matters pertaining to graduate study and research. His duties include the enforcement of graduate admissions policies, the approval of graduate student programs, and the authority to approve the granting of graduate degrees. He chairs the University Graduate Council and is administratively responsible for the University Computer Center.

THE DEAN OF UNIVERSITY EXTENSION

The Dean of University Extension coordinates the extension activities of the University. He is administratively responsible to the Dean of the University and encourages cooperative teaching programs with other institutions of higher learning. The directors of the centers at Greenville and Sumter report to the Dean of University Extension. He acts as chairman of the University Extension Council, and coordinates such University programs as short courses, special educational programs, Professional Development Programs, and the Cooperative Extension Service.

ACADEMIC DEANS

The academic deans are responsible for the programs and personnel in their individual colleges. In the matter of programs and projects, they report administratively regarding undergraduate programs, graduate studies and research, and extension programs respectively to the Deans of Undergraduate Studies, Graduate Studies and University Research, and University Extension. In matters of personnel, including such items as leave, tenure, promotions, and salaries, the academic deans report directly to the Dean of the University.

Each academic dean reviews curriculums and programs in his or her area, appoints heads of departments and assigns their duties, supervises the use of funds, space, or equipment allocated to the respective college, and prepares the college's budget. He is the presiding officer of the faculty of the academic unit involved.

DEPARTMENT HEADS

Department heads have the general responsibility for the activities of their departments. They assign duties to faculty and staff, recommend appointments and change in rank, make recommendations concerning tenure and salaries, supervise care of equipment and expenditures of departmental funds, and supervise the developmental planning of their departments.

UNIVERSITY COUNCILS

ADMINISTRATIVE COUNCIL

This council consists of the President, the executive officers of the University, the heads of all divisions of the Office of the Vice President for Business and Finance, and the President of the Faculty Senate. The Vice President for Business and Finance will serve as chairman.

The council recommends business and non-academic personnel policy to the President.

ADMINISTRATION-FACULTY-STUDENT COUNCIL

This council consists of nine voting members and the Vice President for Executive Affairs, who is a non-voting, ex officio member. The nine voting members are: (1) Three administration representatives, one each appointed by the Vice President for Business and Finance, the Vice President for Student Affairs, and the Vice President for Development, who are appointed annually and may be reappointed; (2) Three faculty representatives who shall be the President of the Faculty Senate, the Vice President of the Faculty Senate, and the Chairman of the Admissions and Scholarships Committee of the Faculty Senate; and (3) Three student representatives who are selected annually by the Student Senate. The Council elects its chairman annually and reports directly to the President of the University.

The principal responsibility of the Council is the consideration of areas of common concern and mutual interest to the student body, the faculty, and the administration for the benefit and improvement of the University community. All votes shall be recorded, and if minority opinions are expressed, the President will give careful consideration to all questions by attempting to resolve differences by conferring with the interested administrative, faculty, or student groups before making a final decision.

ATHLETIC COUNCIL

This council consists of the Dean of Admissions and Registration, the President of the Alumni Association, the immediate Past President of the Alumni Association, the President of IPTAY, the immediate Past President of IPTAY, the President of the Faculty Senate, six faculty members appointed by the President for terms of three years each, the President of the Student Senate, and the

President of the Block C Club. The President appoints the chairman and secretary annually.

The council recommends all policy concerning intercollegiate athletics to the Vice President for Student Affairs.

EDUCATIONAL COUNCIL

This council consists of the President, who will serve as chairman, the executive officers of the University, the Dean of Undergraduate Studies, the Dean of Graduate Studies and University Research, the Dean of University Extension, the Dean of Admissions and Registration, the deans of the academic colleges, the Director of the Library, the President of the Faculty Senate, and the Director of Public Relations, who shall act as an ex officio non-voting member.

The council recommends academic, research, and extension policy to the President.

EXTENSION COUNCIL

This council consists of the Dean of University Extension, ex officio, the President of the Extension Senate, the President of the Extension Specialists Association, the President of the Extension County Agents Association, the President of the Extension Home Economists Association, and one representative from each academic college nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The Dean of University Extension will serve as chairman.

The council advises the Dean of University Extension on all policies and regulations pertaining to the total University extension program.

GRADUATE COUNCIL

This council consists of the Dean of Graduate Studies and University Research, ex officio, one faculty member from each college having a graduate program, one officially designated alternate from each college who will attend and vote in the regular council member's absence, and two graduate students. The faculty members shall be nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The graduate students shall be nominated by the Graduate Dean (until such time as a graduate students' official organization is operative, when it will take over the nomination), and appointed by the Dean of the University for a term of one year. The Dean of Graduate Studies and University Research will serve as chairman.

All policies and regulations affecting graduate curricula and requirements leading to graduate credits, certification, and degrees shall be approved by the Graduate Council and recommended to the Dean of the University.

Graduate students and faculty members who are not members of the council may be invited to attend its meetings.

HONORS PROGRAM COUNCIL

This council consists of a chairman appointed by the Dean of the University, the Dean of Undergraduate Studies, the Dean of Admissions and Registration, one faculty member from each academic college participating in the Honors Program, and two undergraduate students who are enrolled in the Honors Program. The faculty representatives from the colleges shall be nominated by their deans and appointed by the Dean of the University for a term of three years. The two undergraduate students shall be nominated by the Chairman of the Honors Program Council and appointed by the Dean of the University for a term of one year.

The council recommends policy, including curricula and admission standards, concerning the Honors Program to the Dean of Undergraduate Studies.

PLANNING COUNCIL

This council consists of the Vice President for Development, ex officio; the President of the Faculty Senate; the President of the Student Body; the President of the Student Senate; one member appointed by the Vice President for Business and Finance for a term of three years; and one representative from each academic college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The Vice President for Development will serve as chairman.

The council advises the Vice President for Development on plans and proposals pertaining to the development of programs for the enhancement of the academic and cultural life of the University community, including, but not limited to, the physical facilities required for these programs.

UNDERGRADUATE COUNCIL

This council consists of the Dean of Undergraduate Studies, ex officio; the Dean of Admissions and Registration, ex officio; one faculty member from each undergraduate college, nominated by the dean of the college and appointed by the Dean of the Univer-

sity for a term of three years; one officially designated alternate from each college who will attend and vote in the regular council member's absence; and two students, nominated by the Student Senate and appointed by the Dean of the University for a term of one year. The Dean of Undergraduate Studies will serve as chairman.

All policies and regulations affecting undergraduate curricula and requirements leading to undergraduate credits and degrees shall be approved by the Undergraduate Council and recommended to the Dean of the University.

Standing committees may be created by the Undergraduate Council and may include members not on the Council. Two of these standing committees shall be: (1) Admissions and Continuing Enrollment Committee. This committee advises the Undergraduate Council on admission and continuing enrollment standards and on individual cases which are referred to it. The Dean of Admissions and Registration will serve as chairman: (2) Committee on the Improvement of Undergraduate Teaching. This committee advises the Undergraduate Council on all matters related to the improvement of undergraduate teaching. Its chairman shall be designated by the chairman of the Undergraduate Council, and the committee shall include at least one undergraduate student.

UNIVERSITY COMMITTEES

ARCHIVES COMMITTEE

This committee, appointed by the Dean of the University, advises on all policies concerning the University archives. The Director of the Library is a permanent member. The chairman will be appointed by the Dean of the University. Members will be selected from the faculty, including a member of the Faculty Senate, and the student body .

AUDIO-VISUAL COMMITTEE

This committee consists of the Director of the University Communications Center, ex officio; one faculty member from each academic college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; one undergraduate student, nominated by the Student Senate; and one graduate student, nominated by the Graduate Dean (until such time as a graduate students' official organization is operative, when it will take over the nomination), both student members appointed by the Dean of the University for one-year terms. This committee shall elect its chairman and secretary annually.

The committee advises the Vice President for Development on the audio-visual needs and programs of the University.

COMPUTER ADVISORY COMMITTEE

This committee consists of the Director of the Computer Center, ex officio; one member from each college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; and two students, one undergraduate and one graduate, appointed for a term of one year by the Dean of the University after consultation respectively with the Dean of Undergraduate Studies and Dean of Graduate Studies and University Research.

In addition, one representative from each of the following areas is invited to serve on this committee: Business and Finance, Development, and Student Affairs. The committee elects its chairman annually.

Standing subcommittees may be created by the chairman in consultation with the Dean of Graduate Studies and University Research and may include individuals who are not members of the Computer Advisory Committee. Two of these standing committees shall be: (1) a technical advisory committee to assist in long range planning concerning computer hardware and staff requirements in the Computer Center; and (2) an operations committee to

make recommendations regarding operational procedures and the acquisition of software packages.

The committee advises the Dean of Graduate Studies and University Research on needs of the Computer Center, Computer Center policies, and on such other matters as may be referred to it by the faculty, administration, or students.

ETHICS AND RELIGION COMMITTEE

This committee consists of the Vice President for Student Affairs, the Vice President for Academic Affairs, the Director of the YMCA, ministers from local churches, and two students appointed by the Vice President for Student Affairs for a term of one year. The committee will elect its chairman annually.

The committee recommends policies to the President concerning the relationship between the student body and campus and community religious organizations.

FACULTY RESEARCH COMMITTEE

This committee consists of the Vice President for Business and Finance; the Assistant Dean of University Research; one faculty member from each academic college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; and two students nominated by the Student Senate and appointed by the Dean of the University for a term of one year. The Assistant Dean of University Research will serve as chairman.

The committee awards the funds allocated for faculty research to faculty members on the basis of proposals received from the faculty. Grant applications should be directed to the Assistant Dean of University Research.

FINE ARTS SERIES COMMITTEE

This committee consists of a chairman appointed by the Dean of the University after consultation with the Dean of Student Affairs; the Dean of the College of Liberal Arts, ex officio; one faculty member from each academic college; and three undergraduate students. The faculty members shall be nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The undergraduate student members shall be nominated by the Student Senate and appointed by the Dean of the University for a term of one year.

The committee plans, coordinates, and publicizes the annual program of University concerts, films, lectures, plays, and art exhibits.

LIBRARY COMMITTEE

This committee consists of the Director of the Library, ex officio; one faculty member from each academic college nominated by the dean of the college and appointed by the Dean of the University for a term of three years; and two students, one undergraduate and one graduate, appointed by the Dean of the University after consultation with the Director of the Library, for a term of one year. The committee shall elect its chairman annually.

The committee advises the Director of the Library on the determination of the needs of the library, the formation of library policies, and on such other matters as may be referred to it by the Director of the Library.

PATENT COMMITTEE

This committee shall be appointed by the President of Clemson University and it shall consist of ten members, five of whom shall be from the faculty, four from administrative personnel, and one from the student body. The Vice President for Business and Finance shall serve as chairman. Members except ex officio members and the student member shall be appointed for three-year terms. The student member will be appointed for a one-year term. The functions of the committee shall be three-fold:

(1) It shall evaluate each patent proposal prepared by a faculty member and then recommend whether the institution should accept the proposal and attempt to obtain the patent.

(2) It shall recommend the equity of the institution and the inventor within the limits specified in the policy statements outlined on pages 47-49 of the Faculty Manual.

(3) It shall recommend how the patents of Clemson University shall be assigned.

POISONOUS CHEMICALS AND RADIOACTIVE MATERIALS COMMITTEE

This committee advises the President through the University Safety Coordinator and other appropriate officials on policies concerning the use and disposal of poisonous chemicals and radioactive materials. The University Safety Coordinator, the Director of the Physical Plant, and the Assistant Dean of University Research, who acts as chairman, are permanent members. Other members, appointed by the President, are selected from the faculty, including the Faculty Senate, and the student body.

SAFETY AND FIRE PREVENTION COMMITTEE

This committee advises the President through the University Safety Coordinator and other appropriate officials on safety policies and programs. The University Safety Coordinator, the Director of the Physical Plant, the Director of the Student Health Service, and the Director of Athletics are permanent members. The President will appoint the committee chairman as well as the faculty and student body members. The Faculty Senate will be represented.

SCHEDULE COMMITTEE

This committee consists of the Dean of Admissions and Registration, ex officio, who serves as chairman; appropriate faculty members appointed by the Dean of the University for indefinite terms; and two students, nominated by the Student Senate and appointed by the Dean of the University for a term of one year.

The committee develops the master schedule of courses taught at the University.

SCHOLARSHIPS AND AWARDS COMMITTEE

This committee consists of a chairman appointed by the Dean of the University; the Dean of Admissions and Registration; the Assistant Deans of Students; the Director of Student Financial Aid; one faculty member from each academic college nominated by the dean of the college and appointed by the Dean of the University for a term of three years; and two students, one nominated by Phi Eta Sigma and one nominated by Phi Kappa Phi, who are appointed by the Dean of the University for a term of one year.

The committee selects students for University scholarships and awards. It also has the responsibility for planning and coordinating the annual University Honors and Awards Day.

TRAFFIC AND PARKING COMMITTEE

This committee advises the Vice President for Business and Finance on all matters concerning traffic and parking. The composition of the committee to be appointed by the President will be a chairman; a representative of the Student Affairs Office; the Chief of Security; two students; two faculty members, one of whom shall be a member of the Faculty Senate; the Director of Planning and Corporate Relations; and the Campus Master Planner.

POLICY STATEMENTS

Each policy statement printed herein was initiated by the Faculty Senate, recommended by the Educational Council, then approved by the President and, when necessary, by the Board of Trustees.

These policies cover the following professional staff members: the President of the University; the Dean of the University; the Dean of Undergraduate Studies; the Dean of Graduate Studies and University Research; the Dean of University Extension; the academic deans, directors, and department heads; the teaching, research, and extension faculty with the rank of professor, associate professor, assistant professor, or instructor; and the professional librarians.

ACADEMIC FREEDOM

INTRODUCTION

A university is a center of learning; a place where teacher-scholars gather to seek, teach, and disseminate the truth — for its own sake rather than for any immediate political, social, or economic goal. Because of this, academic freedom is a right and not a privilege to be granted or withheld.

A university can fulfill its mission only when its faculty members have academic freedom: this is, freedom to pursue the truth without fear of pressure from sources inside or outside the institution. Such freedom carries with it the commensurate requirement that members of the faculty exercise their academic freedom in a responsible manner.

It is the policy of Clemson University to defend academic freedom by vigorously resisting all efforts from whatever source to encroach upon or restrict it. The University, therefore, adopts the following statement on Academic Freedom:

STATEMENT

The faculty member is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary re-

turn should be based upon an understanding with the authorities of the institution.

The college or university faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

When speaking or writing in the area of his expertise, the faculty member has the right to identify himself by his academic rank and institutional affiliation; however, if he so identifies himself, he must indicate that he is or is not an institutional spokesman. The faculty member, when speaking or writing outside his specialty, is bound by the strictures in the preceding paragraph.

If the administration of the University feels that a faculty member has not observed the admonitions of the preceding paragraphs and believes that the extramural utterances of the faculty member have been such as to raise grave doubts concerning his fitness for his position, it may proceed to file charges under sections 4 and 5 of the Statement of Regulations.

These regulations are designed to enable Clemson University to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. The University is a marketplace of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method.

REGULATIONS

1. STATEMENT OF TERMS OF APPOINTMENT

(a) The terms and conditions of every appointment to the faculty will be confirmed in writing by the dean of the college and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understanding, or any notices incumbent upon either party to provide, will be confirmed in writing by the dean of the college and a copy will be given to the faculty member.

(b) With the exception of special appointments — for example: military personnel, post-doctoral research appointments, consultants, part-time appointments, lectureships, adjunct professorships, and visiting professorships (clearly limited to a brief association with the institution), appointments of professional librarians, and reappointments of retired faculty members on special conditions — all regular full-time appointments are to the rank of instructor or higher. The initial employment at Clemson University in any of these ranks is probationary. Tenure may be granted under the provisions of paragraph 2 below. Tenure, having been granted, is continuous thereafter. A revocation of tenure must be treated as a dismissal under the terms of paragraph 5 below.

(c) Except for faculty members who have tenure status, every person with a teaching, research, or extension appointment will be informed each year in writing of his appointment and of all matters relative to his eligibility for the acquisition of tenure.

2. APPOINTMENTS FOR WHICH TENURE IS ATTAINABLE

(a) Probationary appointments may be for one year, or for other stated periods, subject to renewal. Staff with the rank of instructor or higher and including the professional librarians are eligible for tenure. A minimum of 4 academic years of service at Clemson University is a prerequisite for tenure in any rank. The total period of full-time service at Clemson University prior to the acquisition of tenure will not exceed 7 years. Previous full-time service with the rank of instructor or higher in other institutions of higher learning will be applied up to 3 years of service beyond the required minimum of 4 years. Time spent on leave of absence will not count as service unless the individual and institution agree to the contrary at the time leave is granted.

(b) Regardless of the stated term or other provisions of any appointments, written notice that a non-tenured appointment is not to be renewed will be given to the faculty member in advance of the expiration of his appointment, as follows: (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least 3 months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least 6 months in advance of its termination; (3) at least 12 months before the expiration of an appointment after 2 or more years of service at the institution. Clemson University will normally notify faculty members of the terms and conditions of their renewal by March 15; however, because the budget requires legislative approval, notification of salary may be delayed until after the General Assembly has acted.

3. TERMINATION OF APPOINTMENT BY THE FACULTY MEMBER

A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity, but not later than April 15 or 30 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity. Persons failing to provide such notice within the stated time limit will forfeit all rights to accrued annual leave and to monetary compensation for leave not taken except where the proper administrators have made an exception in particular instances. Faculty members should be aware that department heads and other administrators will be likely to note this breach of ethics in any letter of evaluation or recommendation.

4. TERMINATION OF APPOINTMENT BY THE UNIVERSITY

(a) Termination of an appointment with tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the University only for the following causes:

(1) Institutional contingencies such as curtailment or discontinuance of programs, departments, colleges or schools, or other conditions requiring reduction of staff.

(2) Financial exigencies which are demonstratively bona fide.

(3) Physical or mental disability to perform normal duties.

(b) Termination of appointment may be initiated by any administrator in the chain of supervisory responsibility. The faculty member concerned will be given written notice of termination with reasons therefor as soon as possible, but not less than twelve (12) months in advance of termination, or, in lieu thereof, be given severance salary for the twelve-month period. Before termination of appointment is initiated, if based on abandonment of a program or department of instruction, every effort will be made by the administration to place the affected faculty member in another suitable position. If appointment is terminated before the end of the period of appointment because of financial exigencies or because of the discontinuance of a program of instruction, the released faculty member's position will not be filled by replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time has elapsed within which he may accept or decline the position.

(c) Termination for medical reasons will be based upon clear and convincing medical evidence.

(d) The faculty member notified of termination may, within ten (10) days of notification of termination, request review of the reasons for termination by the Welfare Committee of the Faculty Senate, which will make its report to the Dean of the University. Appeal from the decision of the Dean of the University may be made to the President of the University within ten (10) days from date of notification of the decision of the Dean of the University. Within ten (10) days from the date of the decision of the President of the University, the concerned faculty member may request review by the Board of Trustees.

5. DISMISSAL FROM APPOINTMENT BY THE UNIVERSITY

(a) A dismissal is the removal or discharge of a faculty member with tenure or of a faculty member with a special or probationary appointment before the end of the specified term of appointment. from his faculty position for cause. Adequate cause for dismissal must be related directly and substantially to the fitness of the faculty member in his professional capacity as a teacher or researcher, and may be initiated by any administrator in the chain of supervisory responsibility. Causes for dismissal are:

(1) Conduct seriously prejudicial to the University through infraction of law or through moral turpitude.

(2) Failure to perform the duties of the position to which the faculty member is assigned, or performance of duty below accepted standards.

(3) Breach of University regulations adversely affecting the University.

(b) Action for dismissal of a faculty member must be in writing and contain a statement of reasons or charges presented to the concerned faculty member, preceded by discussion between the faculty member and the appropriate administrative officer, looking toward a mutual settlement.

(c) Upon receipt of written statement of charges, the concerned faculty member may, within ten (10) days, request a hearing by the Advisory Committee of the Faculty Senate. A member of that Committee will remove himself from the case if he deems himself disqualified for bias or interest. The faculty member concerned will have a maximum of two challenges without stated cause. If such removals and challenges reduce the membership of the Advisory Committee below five (5), the President of the Faculty Senate will appoint from membership of the Senate sufficient members to raise the Committee membership to five (5).

(1) The Advisory Committee will set the time for a hearing and may grant continuance at its discretion. The faculty member

may waive hearing or may respond to the charges in writing. If the faculty member waives hearing, the Advisory Committee will evaluate all available evidence submitted and base its recommendations thereon.

(2) The faculty member charged may, at his discretion, elect to have a public or private hearing.

(3) The faculty member will be permitted in all proceedings to have and be represented by an academic advisor or counsel of his own choice.

(4) A verbatim record of the hearing will be taken, and a type-written copy thereof transcribed in duplicate.

(5) The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

(6) The faculty member will be permitted to offer any evidence or witnesses pertinent to the issues which he desires, and the Administration will, so far as possible, assist in securing the cooperation and attendance of witnesses, and make available documents and other evidence under its control.

(7) The hearing committee will grant adjournments to enable either party to investigate evidence concerning which a valid claim of surprise is made.

(8) The faculty member and the Administration will have the right to confront and cross-examine all witnesses. Any witness having knowledge pertinent to the issues may testify. If the witness cannot or will not appear, but has made a written statement, the Committee may, in the interest of justice, consider the statement and determine its probative value. If the written statement is admitted as evidence, the Committee will then identify the witness and, if possible, provide interrogatories.

(9) The Committee will not be bound by strict rules of legal evidence.

(10) Findings of fact and recommendations of the Committee will be based solely on the hearing record and submitted to the Dean of the University.

(11) The faculty member will be given a copy of the record of hearing, together with the recommendations of the Committee, at the time it is forwarded to the Dean of the University.

(12) The hearing committee and the faculty member will be notified in writing of the decision of the Dean of the University. The faculty member may appeal to the President of the University from that decision within ten (10) days from the receipt thereof.

(13) If appeal is made to the President of the University, his decision will be in writing and the faculty member shall have ten (10) days from the receipt thereof in which to appeal to the Board of Trustees.

6. SUSPENSIONS

Until the final decision upon dismissal from appointment by the University has been reached, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself or others is threatened by his continuance. Before suspending a faculty member, pending an ultimate determination of his status through the institution's hearing machinery, the Administration will consult with the Advisory Committee of the Faculty Senate. Suspension is appropriate only pending a hearing; a suspension which is intended to be final is a dismissal and will be dealt with as such (see Regulation 5). Salary will continue during the period of suspension.

7. TERMINAL SALARY OR NOTICE

If the faculty member is dismissed pursuant to paragraph 5, salary will terminate on the effective date of dismissal.

8. TERMINATION INVOLVING ACADEMIC FREEDOM OF NONTENURED FACULTY

If a faculty member on probationary or other nontenured appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him, his allegations will be given preliminary consideration by the Welfare Committee of the Faculty Senate, which will seek to settle the matter by informal methods. His allegation shall be accompanied by a statement that he agrees to presentation of such reasons as the University may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth in Regulation 5, except that the faculty member making the complaint is responsible for stating the grounds upon which he bases his allegations, and the burden of proof shall rest upon him. If he succeeds in establishing a prima facie case, it is incumbent upon those who made the decision not to reappoint him to come forward with evidence in support of their decision.

9. ADMINISTRATIVE PERSONNEL

The foregoing regulations apply to administrative personnel who hold academic rank, but only in the capacity as faculty members.

FACULTY ETHICS

1. In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The faculty member, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

2. As a teacher, the faculty member encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

3. As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

4. As a member of his institution, the faculty member seeks above all to be an effective teacher and scholar. While observing the stated regulations of the institution, he still maintains his right to criticize and seek revision. When considering the amount and character of the work done outside his institution, he must never infringe upon his paramount responsibilities within it. When considering the interruption or termination of his service,

he recognizes the effect of his decisions upon the program of the institution and gives due notice of his intentions.

5. As a member of his community, the faculty member has the rights and obligations of any citizen. In measuring the urgency of these obligations, he remembers first his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for his college or the University. As a citizen engaged in a profession that depends upon freedom for its health, the faculty member has an obligation to promote free inquiry.

6. Except with permission from the University a faculty member should not leave his position during an academic year for which he holds an appointment.

HOURS OF WORK, HOLIDAYS, AND LEAVE FOR ACADEMIC PERSONNEL

GENERAL CONDITIONS

The deans of the colleges and the Director of the Library shall be responsible to the Dean of the University for administration of these policies in their respective areas.

As fas as possible leaves shall be granted in accordance with preference of individual faculty members. However, they shall be scheduled by administrators to assure efficient operation.

Faculty members scheduled to work less than on a full-time basis shall have proportionate benefits. A day (or fraction thereof) of leave for any faculty member shall be the same length as his scheduled day (or fraction thereof) of work including duties other than teaching.

Inasmuch as a day of leave is equivalent to a day at work, annual leave or sick leave shall be charged only for absence when a covered employee is scheduled to work.

NORMAL WORK SCHEDULE

Members of the professional staff covered by these policies are expected to give freely of their time, energy, and ability to furthering the aims and purposes of the University and to the accomplishment of their work. Because of the peculiar requirements of various positions, some variation in work schedules is to be expected.

Except for formally scheduled classes and other activities, work schedules of full-time teachers are necessarily flexible, and discretion must guide their use of time in extra-curricular and other duties related to proper professional service as teachers. Similarly, those in administrative positions and those employed for full-time research, full-time extension, part-time teaching, part-time research, and part-time extension, have work demands that do not conform to hourly schedules, and discretion must guide their use of time.

Because of the long schedule of hours the library must operate to render its service, professional librarians must adapt to work loads distributed over a seven-day week. Their total work loads should be compatible with those of other similar professional personnel.

HOLIDAYS

For all regular employees the University shall observe New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day as official holidays by closing all offices and suspending all operations except where continuous operation of service is essential. Summer session classes, however, are normally scheduled on Independence Day, and teachers are expected to meet those classes.

When an official holiday occurs on Sunday, the Monday following shall be observed.

Normally a holiday occurring at the beginning, at the end, or within a faculty member's annual leave shall not be charged as a day of leave.

In addition to the four official holidays, special holidays may be proclaimed by the President at such time as he deems appropriate.

Those members of the teaching faculty employed for the regular academic session, and professional librarians, may observe such student holidays listed in the University catalog for the academic year when their department heads determine they are not needed for University duties.

ANNUAL LEAVE (VACATION)

The employment of full-time members of the teaching faculty for the regular two-semester academic session presumes ample time for vacation in the summer interval between sessions, at the Christmas interval between semesters, and during the spring vacation. No annual leave is provided. Teachers may be called to return to active duty sufficiently in advance of the opening of a new

session for preparation for that session. Each academic session officially begins August 15 and ends May 16.

For faculty members employed for 12 months, the following policy statements on annual leave (vacation) will apply.

The leave year shall begin on January 1 and end on December 31.

Annual leave (vacation) shall accrue at the rate of 18 working days per year but not more than 18 days may be carried forward into a new leave year. Leave accrues continuously at the rate of 1½ days per month.

Emergency leave may be authorized by the Vice President for Academic Affairs, and advance leave up to 9 working days may be taken without loss of pay. In the event a faculty member resigns with a negative leave balance, his final pay check shall be reduced by the value of any leave used in excess of the amount accrued.

Requests for use of annual leave (vacation) must be submitted far enough in advance of actual need to assure prior approval by proper administrative authorities. Vacations shall be scheduled during periods of low workload to the extent practicable and shall be distributed in a manner to promote efficient operation of each activity.

Annual leave shall not be used for absence due to illness unless all accumulated sick leave has been exhausted, after which accrued annual leave may be utilized.

Annual leave shall accrue to a faculty member while in a leave-with-pay status, provided he returns to duty. Annual leave does not accrue during periods of leave without pay, or during terminal leave.

A regular employee who is separated, regardless of the reason therefor, after completing six months of continuous employment, shall be paid in a lump sum supplement to his final regular payment, the value of annual leave accrued but not taken, as of his final day at work; **provided**, that no such payment for unused annual leave shall exceed the value of the maximum number of days permitted by State Law.

SICK LEAVE

The leave year shall begin on January 1 and end on December 31.

Sick leave for faculty shall accrue at the rate of fifteen working days per year, beginning with the first month of employment, but no more than ninety days may be carried forward into a new leave year.

Sick leave shall be granted to a faculty member only when he is incapacitated for performance of duty due to injury or to illness or for medical, dental, or optical examination or treatment or when, through exposure to contagious disease, the presence of the faculty member at work might jeopardize the health of others.

Annual leave shall not be granted in cases of absence due to illness or injury while there remains an unused balance of sick leave. When the illness of a faculty member extends beyond his available sick leave, annual leave credits may be applied to the extent available. Days lost due to illness after exhaustion of both annual and sick leave credits shall be without pay provided, however, that in highly meritorious cases, upon approval of the Vice President for Academic Affairs, and where there is a strong likelihood that the faculty member will return to active duty within the near future, he may be advanced up to 15 days accrual of sick leave and up to 18 days accrual of annual leave after existing credits are exhausted. Should he terminate his employment before earning the leave advanced to him, his final pay check shall be reduced by the value of the amount of excess leave taken.

A faculty member absent due to illness or injury shall notify his administrative superior as soon as possible.

When sickness occurs within a period of annual leave and continues 3 or more consecutive days, the period of illness may be charged to accumulated sick leave and the charge against annual leave reduced accordingly. Application for such substitution of sick leave for annual leave shall be made within 10 days after return to duty.

A faculty member sustaining an injury or contracting a disease arising out of or in the course of his employment shall have the option to be granted sick leave to the extent of his accumulated total, irrespective of whether or not the disabling condition is compensable under the Workmen's Compensation Act. If in such cases sick leave is granted and if compensation for salary lost during such sick leave period is awarded to the faculty member by the Industrial Commission, the University shall be reimbursed in the amount of that compensation for days of absence for which he was also paid by the University, and sick leave credit shall be restored to the employee's credit in proportion to the amount of reimbursement to the University.

Sick leave shall accrue to a faculty member on leave with pay provided he returns to duty on schedule. However, sick leave shall not accrue to a faculty member on terminal leave, or on leave without pay.

Accrued sick leave is forfeited upon termination of employment with the University.

MATERNITY LEAVE

A female faculty member will be granted maternity leave upon her request, without pay, for a period not to exceed six months. An extension of an additional period, not to exceed six months, may be granted upon request, by the department head, subject to approval of proper administrative authorities. An employee seeking the benefit hereof shall report to her supervisor the existence of pregnancy as soon as such condition is confirmed, and in no event later than five months prior to the expected termination date of the pregnancy, as certified, in writing, by her physician. An employee on maternity leave is obligated to return to duty no later than the expiration of such leave or extensions thereof; failure to return shall constitute abandonment of employment.

During the course of pregnancy, prior to the effective date of authorized maternity leave, an employee may charge absences due to illness and medical appointments attributable to the pregnancy to accrued sick leave, if any.

Arrangements may be made with the Director of Personnel for maintaining group insurance policies while on maternity leave, subject to the approval of the insurance underwriter.

While on maternity leave without pay, no sick or annual leave is accrued.

LEAVE FOR VOTING

While the University does not observe regular election days as official holidays, each faculty member who is eligible to vote in a primary or general election may be authorized time off from his duties, with pay, for the purpose of voting provided it is not possible for him to do so before or after normal working hours. Such authorization must be obtained in advance of actual time off. This absence will not be charged to annual leave, but the maximum allowance for voting shall be one-half day.

LEAVE FOR ATTENDANCE IN COURT

When a faculty member is a voluntary witness in litigation as an individual, and not in his official capacity, the time taken from his work shall be charged as annual leave or leave without pay, as appropriate.

When, in obedience to a subpoena or other legal direction by proper authority, a faculty member appears to testify, or to serve as a witness, or to serve on a jury for the Federal Government, for the State of South Carolina, or for one of its political subdivisions, he shall be granted leave with pay for the necessary period of time, which may be recorded as "Court Leave."

MILITARY LEAVE

In accordance with State law, a faculty member is entitled to a maximum of 15 calendar days with pay in any one year for active duty or training with the Armed Forces of the United States or the South Carolina National Guard. These 15 days need not be consecutive and may involve more than one tour of active duty. Such duty or training should be arranged to be of least interference with regular duties. It is expected that, for teaching members of the faculty, duty or training would be arranged not to interfere with teaching duties.

A faculty member is normally entitled to leave without pay during a period of mandatory extended active military duty. In such cases, if the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the University. He may return to active employment with the University in a comparable position to that held at the time such leave was granted, provided:

(a) His separation from service was under honorable conditions.

(b) His physical and mental capacities remain adequate for the position.

(c) His application for re-employment is made within 60 days after his release from service.

EXTENDED LEAVE WITHOUT PAY

Extended leaves of absence without pay may be granted by the President of the University under circumstances wherein the best interests of the University would be served through granting such leave. Authorization may be considered in such cases as:

(a) Absence due to mandatory service in the Armed Forces of the United States.

(b) Absence for advanced academic training, research, or other experience which leads to increased competence and promotes the interests of the University as well as those of the faculty member.

(c) Absences necessary due to prolonged illness or for personal reasons when such absences extend beyond available annual leave or sick leave.

(d) Extension of maternity leave beyond six months.

The granting of leave without pay is a matter of administrative discretion. The approval channels for request for leave without pay shall be the same as for other regular personnel actions.

Although annual leave and sick leave do not accrue during periods of leave without pay, accumulated totals are not forfeited.

A member of the faculty who has acquired tenure shall retain his tenure status during any period of leave; however, time on leave without pay may not be counted toward acquiring tenure.

If the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the University while on extended leave without pay. Appropriate contributions, if made quarterly while on leave, will continue the protection of the "Pre-Retirement Death Benefit" granted all employees after 12 months of membership in the South Carolina Retirement System. Arrangements must be completed in advance through the University Director of Personnel.

A faculty member who is granted an extended leave of absence and who decides not to return to Clemson University has an obligation to give the University at least six months' notice of this fact.

SABBATICAL LEAVE

Sabbatical leave may be granted by the President of the University to a member of the faculty with the rank of associate professor or professor in recognition of outstanding service and scholarly achievement in teaching, research, or extension. Such leave is to be used for further professional improvement which may include such experiences as formal study or research, related industrial experience, or informal means of improving one's competence.

A request for sabbatical leave shall be made in writing through regular channels and shall be accompanied by a statement of the purpose for which leave is requested.

Applications for sabbatical leave will be considered only from faculty members who will have completed at least six years of full-time service with the University.

Applications for sabbatical leave by persons serving nine months' appointments may be made for one semester at full pay or two successive semesters at half pay. Applications for sabbatical leave by persons serving twelve months' appointments may be made for periods of up to six months at full pay or for periods from over six months to one calendar year at half pay.

Granting of sabbatical leave is directly dependent on work loads, budget restrictions or limitations, and other conditions that might prevail.

Sabbatical leaves of absence when approved are granted in good faith. A faculty member is expected to return to active service with the University when such leave has ended. Following a sabbatical leave of absence with pay the faculty member shall return

to active service with the University for at least one contract year or refund the money received from the University during his leave, if the University so requests.

LEAVE DURING SUMMER SESSIONS

Because of the varied nature of the employment arrangements, no detailed provision is made for any leave benefits for members of the teaching faculty while teaching in a summer session. In the event of illness or some other emergency causing absence from duty, the determination of the extent of such absence allowed without a reduction in summer compensation shall be made by the Dean of the University. He may at his discretion, or upon request of the faculty member involved, appoint a committee of five other faculty members to advise him on the amount of reduction.

FACULTY APPOINTMENTS AND PROMOTIONS

GENERAL QUALIFICATIONS

In accepting an appointment to the faculty of Clemson University, a faculty member must realize that to be worthy of his appointment and to merit advancement he must have notable intellectual capacity and sustained interest in a life of study for continuous mastery of his field, whether he is appointed primarily for teaching, research, extension, or administration.

The effectiveness of the individual's work is influenced by his knowledge of subject matter, intellectual capacity, judgment, professional and personal stature, qualities of leadership, productivity in research and other creative areas, professional development, publications, professional interest in his technical societies, and by the nature and responsibility of his services to other areas of the University. While the scheduled instructional program and the organized research project are of vital importance, effective teaching extends beyond the classroom and the scientific approach extends beyond the laboratory and research project.

All faculty members are expected to keep abreast of current professional developments in their respective fields, to take part in committee work and student counseling, and to perform administrative duties as may be assigned to them. Moreover, many faculty members will be encouraged to perform certain public service functions.

It is the responsibility of department heads to keep all members of their respective staffs clearly informed at all times of the duties required or expected of them.

BASES FOR APPOINTMENTS AND PROMOTIONS

Appointments to the faculty or promotion from one academic rank to another shall be based primarily on education, experience, effectiveness of performance, and on recognition of special merit in some or all of the activities listed above under "General Qualifications." Nonetheless, promotion may be prejudiced by undesirable demeanor and traits of personality, and character. The criteria for recognition and evaluation of merit shall become progressively more exacting from lower to higher academic ranks. Promotion to the rank of professor shall be reserved to those members who have demonstrated outstanding performance in their respective fields.

Training and experience are rather generally recognized in the educational world as basic requirements for appointments and promotions. They are also recognized by Clemson but not with the rigidity so often found in automatic promotion plans. The plan at Clemson is not automatic, but the University does subscribe to the belief that the alert and progressive faculty member will benefit from his experience, and that graduate study gives the faculty member increased knowledge of his subject matter and broadened perspective of his field. Although it is not an all-important factor in promotions, it is definitely expected that each faculty member will endeavor to earn the terminal degree in his respective field.

For the rank of instructor, the appointee is expected, as a general rule, to have the master's degree. In employment of instructors, preference is given to those with plans to pursue the terminal degree.

For the rank of assistant professor, the terminal degree is generally expected. The master's degree plus significant progress toward the terminal degree may be substituted.

For the rank of associate professor, the terminal degree is generally expected along with five years of relevant experience. Promotion to this rank usually requires scholarly or creative publication, outstanding contribution to the department or the University, and conspicuous success as a teacher or researcher.

For the rank of professor, the terminal degree is generally expected along with relevant experience of ten years. Only those associate professors whose performance is superior will be considered. The term "relevant experience" may be broadly interpreted to include factors such as previous teaching, research, and professional experience.

The experience requirement may be lowered because of illustrious achievement or professional activity of regional or national recognition.

To meet the requirements for appointment and promotion, faculty members should have earned degrees from institutions of recognized standing and should hold degrees in subject fields properly associated with the curriculum area in which they teach or work.

As is implied above in the section on "General Qualifications," the qualities to be recognized through appointments and promotions extend far beyond, and in some cases may be independent of, the possession of advanced degrees and years of experience. These important though less tangible factors can be regularly evaluated but can hardly be meaningfully enumerated on a rank-by-rank basis. The omission of such a rank-by-rank statement of policy on intangible factors is not intended in any way, however, to minimize their importance.

PERSONNEL EVALUATION PROGRAM

In 1955, the Board of Trustees directed the implementation of a program of annual evaluation of the instructional staff, the research staff, and the administrative staff in academic areas.

Under the program, the department heads complete personnel evaluation forms on all members of their staffs annually. These are reviewed by the deans of the colleges (and directors where appropriate) who, in consultation with the department heads and directors, will indicate any differences of opinion on the original ratings. Completed forms are transmitted to the office of the Dean of the University for examination. These forms, then shown to the individual faculty member, become part of a confidential personnel information file kept by the college dean. Separate forms are used for instructional staff, research staff, extension staff, and administrative staff.

PROCEDURES FOR APPOINTMENTS AND PROMOTIONS

Recommendations for promotions, renewal of appointments, or granting of tenure shall originate with the department head. He will appoint an advisory committee, normally composed of senior faculty members, usually of professorial rank, to assist him in reviewing the qualifications of departmental personnel on an annual basis.

Department heads shall have conferences with faculty members to discuss the professional development of individuals. These conferences will allow individuals to become aware of their strengths and weaknesses and to plan constructively their future development.

RETIREMENT

It is the policy of the Board of Trustees of Clemson University that all employees of the University, both academic and non-academic, shall be retired at age 65.

In the operation of this policy an employee who has reached the age of 65 may be retained in service beyond age 65 under the following conditions:

1. Upon his request for and the endorsement of his dean or director, and with the approval of the appropriate executive officer and the President, he may be continued in service beyond age 65 until the end of the calendar quarter, or the end of the semester in which he becomes fully insured under the Old Age and Survivors Insurance provisions of Title II of the Federal Social Security Act, as amended.

2. An employee may be continued through the end of the fiscal year in which he attains the age of 65 years, subject to recommendation of his supervisor and concurrence of proper administrative authorities. The employee will be informed by his dean or director in writing at least 90 days before his sixty-fifth birthday as to whether or not his employment will continue past his sixty-fifth birthday.

3. With the approval of the Board of Trustees, an employee may be continued in service until he reaches the age of 70, upon written justification for each year of continued service.

Faculty members wishing to continue their teaching, research, or extension duties, full or part time, for one year after their normal retirement date should so notify their dean or director in writing no later than 12 months in advance of such date.

The employee will be notified in writing of the final action on his request at least 90 days prior to his normal retirement date.

Individuals who are employed for one year past their normal retirement date will be given an annual appointment.

Request for continuance of duties beyond the first year will be made in writing by the individual to his dean or director at least 6 months prior to the termination of the appointment. The employee will be notified at least 90 days in advance of the termination whether his appointment will be renewed for another year.

Individuals who have requested a continuance of duties after 65, and who have been granted such a continuance by the University on the basis of mutually agreed upon conditions of work load

and remunerations, should be subject to no other restrictions or limitations than those which pertain to annual appointments.

NOTE: For additional information including retirement before age 65 see sections of this manual on the State Retirement System or on Clemson participation in Social Security. If an employee becomes severely disabled, the Personnel Director should be advised without delay.

FACULTY PARTICIPATION IN THE SELECTION OF ACADEMIC ADMINISTRATORS

When an appointment to an academic administrative position is to be made, an appropriate faculty committee shall be formed to advise in the selection of the person to fill the position as follows:

1. For the selection of an academic department head or other academic administrators within a department, the dean of the college shall appoint the committee from the faculty within the college; at least 3/4 of the members will be from the affected department.

2. For the selection of an associate dean or director within a college, the dean of the college shall appoint the committee from the faculty within the college.

3. For the selection of any academic administrator of an off-campus program, the appropriate dean shall appoint a faculty committee which shall represent both the off-campus program and the appropriate on-campus academic areas.

4. For the selection of the dean of a college, the Dean of the University shall appoint the committee from the faculty within the college.

5. For the selection of a dean, other than a college dean or Dean of the University, the Dean of the University shall appoint the faculty committee.

6. For the selection of the Dean of the University, the President shall appoint the faculty committee.

In the event that a President of the University were to be appointed, the Board of Trustees would recognize the interests of the faculty by appointing the President of the Faculty Senate as a full-fledged member of the search, nominating, and selection committee(s).

POLITICAL ACTIVITIES OF THE FACULTY

As responsible members of their community, Clemson employees naturally undertake civic duties and participate in community political life. The University is pleased that they do. The University policy related to such matters is that any faculty or staff member who seeks election to state or federal government political office shall be granted and shall take leave without pay commencing on or before the date on which he officially becomes a candidate. Candidacy is official when a filing fee is paid or a selection is made in a convention. If elected, then the individual must submit his resignation to the University.

This policy also applies to any faculty or staff member who seeks election to county, municipal, or other local offices, the duties of which vest in the office holder an exercise of control over the University or any of its activities through financial support, direction of academic, research, or extension functions, or employment of personnel. Thus the holding of county, municipal, and other local offices is permitted with the above exceptions. The holding of such an office must not conflict with the performance of the faculty or staff member's assigned University duties (see section on Outside Work by Faculty Members).

OUTSIDE WORK BY FACULTY MEMBERS

Each full-time faculty member at Clemson accepts his appointment with the understanding that his primary employment responsibility is to the University. The University encourages faculty members to offer professional advice concerning the development of the natural resources of the State, new products, or new scientific apparatus and techniques; to conduct research and to prepare and publish results of their studies; to make addresses on subjects in which they are qualified and which are of interest to the public; and to serve as officers or as members of committees of learned and scientific societies. Such activities are not normally considered as outside work.

Ordinary private business of members of the faculty, such as the investing of money or the hiring of labor in private undertakings, is not considered to fall within the purview of regulation by the University, provided the business is of such a character as not to damage in any way the prestige of the University, and provided it entails no loss of time or efficiency in the performance of University duties. When a University faculty member undertaking or engaging in government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts

of interest between his government-sponsored University research obligations and his outside interests and other obligations. When the faculty member engaged in government-sponsored research also serves as a consultant to a federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (Title 18 U.S.C. 202-209 as presently constituted) and other guidelines, all of which are on file in the office of the Assistant Dean of University Research.

Occasions may arise when it will be mutually beneficial to the University and to the faculty member for the latter to accept remunerative part-time employment on or off the campus. The purpose of this policy statement is to establish principles which will guide faculty members when cases of this nature arise. The principles are:

1. A member of the faculty who desires to engage in work outside his regular duties shall do so only after obtaining the written approval of his immediate supervisor, and the dean of the respective college.

2. Outside employment must not interfere with full and proper performance of University duties, and shall not in any way militate against the best interest of the University.

3. The University cannot accept legal responsibility for privately initiated work.

4. University equipment and supplies, and University clerical service, may not be used in the furtherance of outside work for pay except in highly unusual cases and following approval by appropriate administrative officials and written approval by the President of the University.

TITLES OF EMERITUS

In recognition of faithful service, Clemson University shall confer the title of Emeritus on professors, associate professors, and assistant professors who, at the time of their retirement from the University, are serving in that capacity and who shall have had a minimum of 15 years of academic service, ten of which shall have been served at Clemson. In further recognition, a scroll expressing the appreciation of the University for his faithful service shall be given to the individual, and his name shall appear in the University catalog under a separate heading.

In the event an individual has a combination of service on the faculty and in the extension service which would qualify him for Emeritus recognition but does not meet the requirements of the

above paragraph, he shall be regarded as deserving Emeritus recognition, and the Administration shall designate the Emeritus title most appropriate to his service.

POLICY AND PROCEDURES FOR SELECTING HONORARY DEGREE RECIPIENTS

PRINCIPLES

Honorary degrees will be conferred in recognition of eminent achievement in scholarship or of high distinction in public service. The awarding of honorary degrees will be regarded as a method by which the University expresses its ideals and recognizes exceptional attainments.

PROCEDURES FOR NOMINATING CANDIDATES

Nomination of candidates for honorary degrees may be made by any interested person to the President of the University by submitting in written form the accomplishments of the nominee.

PROCEDURES FOR SELECTING CANDIDATES

A committee is established consisting of the President of the University, who shall serve as Chairman; the President of the Faculty Senate, who shall serve as Secretary; and the two immediate past presidents of the Faculty Senate, currently in the employ of Clemson University. The Committee shall be subject to the call of the President of the University, and shall submit its recommendations for the awarding of honorary degrees to the Board of Trustees for approval. Consideration for the awarding of honorary degrees will be limited to occasions of special significance to the University, when the awarding would clearly express the ideals of the University or recognize exceptional attainment.

PATENT POLICY

Clemson University recognizes that research and scholarship should be encouraged as such without regard to potential gain from royalties or other such income; however, the University also recognizes that patentable inventions and discoveries may arise from staff research. The policies governing the administration of such inventions should provide adequate recognition and incentive to inventors and at the same time assure that the University will

share in the rights pertaining to inventions in which it has an equity.

PATENT COMMITTEE

A Patent Committee shall be appointed by the President of Clemson University; its membership and duties are spelled out on page 23 of the Faculty Manual.

RIGHTS OF THE INSTITUTION IN PATENTS

The rights of the institution in patents arising from research will vary depending on the proportionate contribution of the institution to the performance of the research projects or the type of contract agreed upon with cooperating agencies. The research project will vary from projects wholly financed by the institution or institution-administered funds to projects which received no significant support from the institution.

PROJECTS FINANCED BY THE INSTITUTION

Patents which arise from research projects financed wholly by University-administered funds (except those described below) shall be the complete property of the institution and subject to such negotiation or transfer of ownership as the institution desires. If the Committee decides to recommend the pursuit of a patent, the inventor shall assign the patent or invention to the University or its agent and, unless there are unusual equities, the Committee shall (1) if the patent is obtained through a research foundation acting as agent for the University, recommend that allowance be made for 15% of the gross income from the patent or invention to be paid directly to the inventor or inventors, or (2) if the patent is obtained by the University through a patent attorney employed by the University, recommend that, after cost of securing the patent has been recovered by the University, an amount not to exceed 50% of the net receipts received by the University be paid by the University to the inventor or inventors.

In the event that a patent proposal is not accepted by the institution in a reasonable period of time as determined by the Patent Committee, the Committee shall recommend that the rights to the possible patent be released by the University to the individual inventor.

Since Clemson University is a public institution, it must be recognized that certain inventions should be public property and not subject to private development. In such cases the Patent Committee will so recommend, and after proper approval the individual inventor will be notified that he has no equity.

PROJECTS FINANCED BY SPONSORED RESEARCH

Certain sponsored research may be covered by contracts which provide that all patent rights belong to the sponsor. If the sponsoring agencies do not wish to retain the patent rights, they may release all or any portion of the rights to the University, in which case the policies outlined above will apply.

PROJECTS IN WHICH THE UNIVERSITY MAY HAVE NO CLAIM

(a) The University may have no claim to inventions and/or patents produced solely by a member of the staff or by a student who has made no significant use of University equipment and has received no financial support from the University-administered funds in the research on which the proposed patent is based. Payment of salary for normal academic work including graduate fellowships, or provision of normal academic environment, cannot be claimed as grounds for equity by the University in such inventions and/or patents.

(b) If it is determined that the University has no claim to the invention, the Committee will assist the inventor to the extent mutually agreeable to the parties concerned.

(c) Special cases arising which are not covered by the above statements or which arise because of a conflict of interest shall be considered by the Patent Committee and an appropriate recommendation submitted to the University administration.

RESEARCH FOUNDATION

The University may assign all patents in which it has equity to a non-profit research foundation or corporation* and this foundation will be responsible for ownership and management of the inventions and/or patents. The research foundation shall agree to pay the inventor an agreed-upon percentage of monies received as a result of ownership and management of any invention, patent, or patent application. Any profits accruing to the University shall be used in furtherance of research.

The research foundation* shall finance and conduct the necessary proceedings for obtaining the patents.

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*The Research Corporation of New York is designated as the corporation acceptable to the University for this assignment.

GRIEVANCE PROCEDURES

Faculty members are provided with several procedures for handling of grievances. The following procedures may be elected, or the faculty member may wish to use the procedures outlined under "Academic Freedom."

PROVISION FOR PROMPT PROCESSING OF COMPLAINTS ASSURING NO LESS THAN MINIMUM RIGHTS

A. **Adequate Provisions for the Protection of Complainants, Employees, and Witnesses from Interference, Harassment, Intimidation and Reprisal**

Each employee shall be free from any or all restraint, interference, coercion, or reprisal on the part of his or her associates or supervisors in making any complaint or appeal, in accompanying a complainant, in appearing as a witness, or in seeking information in accordance with the procedures described herein. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the appellant shall bring the facts to the attention of the appropriate vice president or his designated representative.

B. **Procedure for Resolution of Informal Complaints** (Step One)

Each Vice President or his designated representative will act in an effort to mediate and conciliate informal complaints. However, informal complaints shall be adjudicated generally at the immediate supervisory level. If the complainant is not satisfied with the decision at this level, he may proceed through established administrative channels to the next higher level. Any informal complaint not adjudicated to the complainant's satisfaction by an appropriate administrator shall be communicated through established administrative channels to the appropriate vice president.

Any informal complaint will be heard and a decision will be made by the supervisor within five workdays after receipt of the complaint. If no decision is rendered to the complainant within this time limit, it shall constitute justification for the complainant to proceed to the next higher supervisory (or administrative) level.

In any case where the complainant feels that he cannot present his complaint, or would not receive proper consideration of his complaint at the immediate supervisory level, he may, without prejudice, move up the supervisory channel to any level or directly to the vice president involved, provided he notifies his immediate supervisor of his intention to make his complaint to higher authority.

C. **Procedure for Consideration of Formal Complaints** (Step Two)

If the informal procedures do not produce a result satisfactory to the complainant, or if the complainant does not desire to follow the informal procedure, he may file a formal complaint.

Personnel employed by the University will use the following procedure to register a formal complaint:

Any employee who wishes to register an official grievance, including a discrimination complaint, should write and deliver it to his or her immediate supervisor or to the Personnel Director of the University, who will transmit a copy without delay to said supervisor and to the appropriate vice president. If the immediate supervisor cannot satisfy the complaint, the complainant should be referred to the next supervisory level. The complainant should take the initiative in carrying the grievance to the next level of appeal if a satisfactory solution has not been reached. This procedure, when followed in this manner, will go to the department head or, if necessary, to the vice president in charge of the area in which the employee works.

However, a statement from the complainant describing the nature of the complaint in more specific detail may be required by the immediate supervisor or by any other administrator having personnel responsibility.

1. **Who May File.** A formal complaint may be filed by any employee, former employee, or applicant for employment in any division of the University, who believes that discrimination in employment is in practice against him or that an employment practice has resulted, or will result, in discrimination in employment against him. Grievances may include, but are not necessarily limited to, classification, dismissal, suspension, involuntary transfer, promotion, or demotion. Compensation will not be deemed a proper subject for consideration under the grievance procedure except as it applies to alleged inequities within a particular agency. A complaint of general discriminatory employment practices may also be filed by any employee, former employee, or applicant for employment, provided, however, that upon request of the appropriate vice president the complainant shall furnish to him the names of any individuals who are adversely affected by those practices, or other specific information which may be desired.

2. **When Filed.** A complaint shall be submitted within ninety (90) days of the conduct giving rise to the complaint.

3. **Right of Assistance.** A complainant may designate in writing an individual to represent him at any stage in the proceeding. If the individual designated by the complainant is an employee

of the University, such employee, as well as an employee-complainant, shall have a reasonable amount of official time with pay, if he is in pay status, for the purpose of appearing at any hearing on the complaint or conciliation effort. The rights and privileges set forth in this paragraph shall also be available to any person whose alleged conduct is the cause of the complaint. In no case will Clemson University be responsible for the cost of legal counsel.

4. **Where Filed.** A formal complaint by any disappointed applicant, or by any employee of the University, should be delivered, in writing, to the office of the Personnel Director of Clemson University. The Personnel Director, within five (5) days after its receipt, shall forward a copy of such complaint to the appropriate Vice President and to all other supervisors concerned. The Vice President (or his designee) will review the facts, conduct any necessary investigations, reach a finding, and render a decision. In the event the complaint is not resolved by the Vice President (or his designee) to the satisfaction of the complainant, or if the complaint is not resolved within twenty (20) days, the complainant may, within five (5) days thereafter, request a hearing before a Grievance Committee appointed by the President of the University. The Grievance Committee appointed for any hearing shall be composed of five employees, and shall include representation from among the peers of the complainant, when possible. Such hearing will be scheduled by the Personnel Director within twenty (20) days after receiving the complainant's request therefor.

5. **Hearing.** A complainant filing a formal complaint may request a hearing which shall be transcribed or recorded. The hearing shall be conducted within twenty (20) days from the date it is requested, during regular working hours in the county or vicinity where the alleged discrimination occurred, or at a time and place agreed to by the appropriate Vice President (or his designee) and the complainant. The employee, and his immediate supervisor, shall be notified at least five (5) days in advance of the time and place of the hearing before the Grievance Committee. The Complainant, any member of the Grievance Committee, and/or any person whose alleged conduct is the cause of the complaint shall have the right to call and cross-examine witnesses under oath. The appropriate Vice President may request the Personnel Director or his designee to schedule a hearing which shall be conducted by a Grievance Committee. The Committee will conduct the hearing and make any necessary investigations. It will reach its findings and make its recommendations promptly to the President of Clemson University who will make the final decision for the University. The President's decision will be based on the report of the hearing before the Grievance Committee along with any new information which may have been submitted by the complainant

in his or her appeal. The President may request any participant in the grievance appeal to verify any information he may have before him. The President's decision will be rendered within 20 days after he receives the recommendation of the Grievance Committee. Within five (5) working days after the decision is made, a copy shall be transmitted to the complainant, the appropriate Vice President and all other parties directly concerned.

D. **Procedure for Appeal to State Employee Grievance Committee if Decision of President is not Satisfactory to Complainant.**

A permanent state employee who has six months of satisfactory service and who wishes to appeal the decision of the President of Clemson University to the State Employee Grievance Committee shall file a request for such an appeal within five working days of receipt of the decision from the President. The request shall be filed by the employee-complainant directly with the State Personnel Director whose office is located at 700 Knox Abbott Drive, Cayce, South Carolina 29033.

The State Personnel Director shall assemble all records, reports and documentation of the earlier hearings on the grievance and review the case to ascertain that there has been full compliance with the established grievance policies, procedures and regulations within the agency or department involved. The State Personnel Director shall forward to the chairman of the State Employee Grievance Committee those requests which are determined to be in order. Upon being advised by the chairman of the committee as to the date and time when the committee shall meet, the State Personnel Director shall notify all parties concerned of the date, time and place of the hearing and request their presence.

INFORMATIONAL ITEMS

THE FACULTY AND THE LIBRARY

The Clemson University Library is a research library available for faculty research, study, and teaching. Members of the library staff who are trained and experienced in the organization and extraction of information from complicated research collections will help faculty members and their students make effective use of library resources through individual assistance and through formal classroom instruction.

The materials in the library are purchased with faculty needs in mind and are arranged for their convenience and use. Recommendations for purchase may be submitted to a librarian or given to the faculty member who acts as departmental library representative. Books needed from libraries in other institutions may be requested through the library's interlibrary loan facilities. A special form is provided for this purpose. In most cases the material is borrowed and returned by the Clemson University Library without cost to faculty members.

Some of the services provided by the library for the convenience of and assistance to the faculty include the following: the faculty has loan privileges which permit borrowing books for extended periods of time; books needed for consultation by classes or groups of students will be placed on reserve and circulated for limited periods of time; microfilm readers are provided for consulting material that is available in microtext form; and books and journals in branch libraries are catalogued and classified in the main library.

Attention of the faculty is drawn to the fact that, in addition to the books and journals which are purchased by the library, the collections include material that is received from many other sources. As a partial depository for government publications the library receives annually thousands of bulletins, reports, journals, hearings, etc. — all selected with Clemson's needs in mind. As a depository for the Army Map Service the library is assembling a map collection which numbers about 40,000 individual maps.

Library service is maintained for at least 96 hours a week in the main library, and with the exception of adjustments in the schedule during the holiday periods, the library hours are as follows:

Monday through Friday	7:45 a.m. to 11:00 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday	1:00 p.m. to 11:00 p.m.

Library remains open until 1:00 a.m. during Examination Period.

FACULTY RESEARCH ASSISTANCE

Faculty members desiring to pursue research for which a sponsoring agency is not readily available may request funds from the Faculty Research Committee.

This Committee receives applications from faculty members in all departments of the University for grants, in specific amounts, in support of research. Committee awards may be used for equipment, expendable supplies, travel, publication costs, and other Committee approved expenditures. The Committee will not support research to be used in satisfying requirements for a degree and will not approve funds for salaries or wages of any University employee. The Committee makes awards to new faculty members initiating research, to faculty members initiating research in a new area, and in areas where other sources of support are inadequate or nonexistent.

Awards are made from Kress Endowment investment returns, Alumni Loyalty Fund allocations, and other funds available to the Committee. Grant applications may be obtained in the Office of Graduate Studies and University Research. Applications are solicited annually during the months of September and October through announcements in the Clemson Newsletter.

Information concerning, and assistance with, applications for research support from federal and state agencies, industrial organizations, foundations, and institutes is available in the Office of Graduate Studies and University Research. Faculty fellowship information is also available from this source.

FACULTY ENROLLMENT IN GRADUATE STUDIES

With the approval of appropriate administrative officials and the Dean of Graduate Studies and University Research, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty with a rank higher than instructor may be considered as a candidate for an advanced degree at this institution.

PERSONNEL ADMINISTRATION

As the official table of organization of the University indicates, there are two offices with responsibilities for personnel administration. Both have functions relating to academic personnel (members of teaching, research, and extension faculties and professional librarians).

The Dean of the University is responsible to the President for the formulation and administration of standards and policies for academic personnel. The Personnel Director, a member of the staff of the Vice President for Business and Finance, is responsible for maintaining employee records for all University employees including academic personnel and for supplying benefit information to all employees. For matters of policy, academic personnel deal with the office of the Dean of the University. For information on their employment records or on benefits such as retirement or Workmen's Compensation, they may deal with the office of the Personnel Director.

Personnel actions concerning academic personnel must be approved, in advance, through established academic administrative channels. When approved by the final approving authority, these actions are recorded by the Personnel Director.

The Board of Trustees is the final approving authority for personnel actions involving the positions of President, administrative officers reporting to the President, deans, directors, and heads of teaching, research, and extension departments. The President is the final approving authority for personnel actions concerning other teaching, research, and extension faculty personnel, professional librarians, and graduate assistants.

WORKMEN'S COMPENSATION PROTECTION

Every faculty member of Clemson University is an employee of the State of South Carolina and therefore has certain benefits under the South Carolina Workmen's Compensation Act if he sustains an accidental injury or contracts an occupational disease while performing his official duties as a University employee.

All faculty members should be familiar with three principles in procedures for claiming benefits:

(1) An injured employee should receive prompt medical care, preferably at the University Health Service when practicable.

(2) An injured faculty member's department head or dean should be notified as soon as possible after an accident.

(3) The department head or dean should prepare a complete report without delay on official forms and forward it, in quadruplicate, to the Personnel Office, which processes all such papers for the University. Any delay in following these procedures could result in the loss or reduction of benefits.

Faculty members employing students or others should note that these employees are also protected by Workmen's Compensation if actively employed by the University at the time the injury is

sustained, and, if the injury arises out of or is sustained while performing his assigned duties.

For more detailed information, a faculty member should consult Personnel Letter 14-57 in the office of his department head or consult the Personnel Director.

FEDERAL SOCIAL SECURITY PROGRAM

Clemson University began participation in the OASI program of the Social Security (F.I.C.A.) on July 1, 1955. Faculty members make regular contribtuions to Social Security through withholding from salary checks.

Information on Social Security contributions, regulations, and benefits is available on request at the Personnel Office in a booklet, "Your Social Security." The district office of the Social Security Administration which serves employees living at Clemson is located at 114 West Greenville Street, Anderson, South Carolina.

SOUTH CAROLINA RETIREMENT SYSTEM

Membership in the South Carolina Retirement System is a condition of employment for any appointee to a position in the Clemson University organization which is considered as permanent. (This applies to any position which has existed and/or is expected to exist for four months or more.)

Under provisions of the State Retirement Act, each employee contributes to state retirement four percent of his gross earnings by deductions from each pay check on earnings which total $4800 or less in any calendar year. The rate of employee contributions on gross earnings in excess of $4800 per year is six per cent.

Employee contributions are matched by contributions from the State of South Carolina as the employer to produce an annuity at the employee's retirement.

At age 65, each retiring member will be eligible for an annual retirement allowance calculated as follows: (a) His "average final salary" is the average of his three highest-paid consecutive fiscal years any time within his years of covered employment. (b) Up to $4800, this average is multiplied by 1%. (c) Any amount in excess of $4800 is multiplied by 1-1/2%. (d) The sum of "b" and "c" is multiplied by the number of years of creditable service. (The annual retirement allowance is paid in twelve monthly installments.)

Annual statements of individual accounts are distributed by the South Carolina Retirement System, through Clemson University.

Any member may retire and apply for benefits upon attaining age 60, or upon completing 35 years of creditable service, but members retiring prior to age 65 do not receive the full benefits indicated by the formula above unless they have credit for 35 years of membership.

Any member who leaves state employment prior to his retirement may withdraw his own contribution; however, an employee who completes 15 years of creditable service prior to age 60 may leave his contribution with the system and qualify for a deferred retirement annuity after he attains age 60.

Any member who becomes permanently disabled after completing 5 years of creditable service may apply for disability retirement benefits.

Upon retirement, each employee has the option of selecting one of four optional retirement plans to suit his individual preference, or may withdraw his own employee contributions.

A Pre-Retirement Death Benefit covers each Clemson University employee after completing 12 months of membership in the S. C. Retirement System. In the event of death while an active member or within 90 days after his last day of actual service, the designated beneficiary, or the Estate, of the deceased employee is paid a cash benefit equal to "the annual earnable compensation of the member at the time his death occurs," unless he shall have retired or applied for a refund of contributions. This death benefit is provided without cost to the employee and is payable in addition to a full refund of the accumulated contributions (plus interest) of the member who dies in active service.

Faculty members will find additional helpful information in bulletins which have been supplied to heads of departments by the Personnel Director.

SOUTH CAROLINA STATE EMPLOYEES' ASSOCIATION

As employees of Clemson University and of the State of South Carolina, full-time faculty members are eligible for membership in the South Carolina State Employee's Association. Dues for employees earning more than $3000 are $4 per year, payable with application for membership and on July 1 of each year thereafter. Dues for employees earning more than $5000 are $5 per year; more than $7000, $6 per year; more than $10,000, $10 per year.

The Association is governed by officers and directors elected annually from the membership. Members at Clemson University are represented by three directors on the board. Board meetings are held quarterly, and a number of committees are active in pro-

grams designed to promote employee welfare by interpreting the work of state employees to the public.

In addition to the benefits of group membership in an association of people with a common interest, there are three special advantages open to members of the S.C.S.E.A.

(a) Group insurance programs.

(b) Cooperative credit union.

(c) Discount purchase plan.

Complete information about the Association, its insurance programs, the credit union, and the names of merchants who extend discounts to members can be obtained at the Personnel Office in Sikes Hall.

GROUP INSURANCE

In addition to the insurance programs referred to under the South Carolina State Employees' Association, the State of South Carolina provides health insurance coverage for all regular employees who work at least on a half-time basis. All new employees should contact the University Personnel Office promptly upon arrival on the campus.

THE TAX-DEFERRED ANNUITY PROGRAM

Any Clemson University employee may authorize a salary reduction for the purchase of a tax-deferred (tax-sheltered) annuity beginning on September 1 of any year, provided the arrangements are completed and placed on file in the Personnel Office prior to that date. No federal income tax will be payable, currently, on funds which an employee requests the University to divert from his budgeted salary for the purchase of a tax-deferred annuity. However, each employee's total budgeted compensation will be subject to S. C. State income tax, the South Carolina Retirement System, and the usual tax for Social Security (or Federal Retirement).

Only one authorization for the establishment of an annuity program, or for any change in an existing program, can be made by

a participating employee within a tax (calendar) year. The University will accept authorizations of $240 per year, as a minimum, or for larger amounts, in multiples of $120 per year. Faculty members who are employed on the academic year basis have eight equal payments diverted, beginning in September and continuing through April. Each participating employee must make sure that his authorization for diversion does not exceed the maximum amount permitted by Internal Revenue Service regulations.

Clemson University does not endorse or recommend any insurance company, or other organization which sells annuities, but several companies have contracts with Clemson employees. No employee should arrange for a tax-sheltered annuity with an organization which is not licensed by South Carolina State authorities, with the exception of TIAA-CREF (Teachers Insurance and Annuity Association — College Retirement Equities Fund). Any employee desiring to initiate a program, or to continue one, with TIAA-CREF must make arrangements directly with their office (730 Third Avenue, New York, N. Y., 10017) and furnish the Personnel Office with all proper authorizations well in advance of September 1.

Federal law restricts tax-deferred treatment to income earned after an employee has formally requested a reduction in salary by a written agreement with his employer. The University will also need to complete an agreement, in advance, with the insurance company (or annuity organization) designated by each participating employee. Authorizations received after August 31 from present employees cannot be made effective until the following September. Each new employee has thirty days from the effective date of his appointment to decide if he desires to become a participant in this program. A completed authorization will be accepted within his first thirty days of employment, to become effective on the first day of the following month.

Any interested employee should secure more detailed information from the Personnel Office.

FACULTY HOUSING

Clemson University provides 100 faculty and staff apartments and 12 three-bedroom faculty homes conveniently located on campus within easy walking distance of all local activities. The apartments consist of ten three-bedroom duplexes, 54 two-bedroom duplexes, and 36 two-bedroom, two-story apartments. Rental fee includes heat, water, garbage removal, and grounds care. Exterior walls are constructed of brick, concrete block, and wood and are painted various colors to provide an attractive campus setting. Floors

are asphalt tile and wood, except bathrooms which are ceramic tile. These accommodations are quite comfortable, convenient, and economical for pleasant living.

Each apartment will be furnished with an electric range and electric refrigerator, if desired, at no extra cost. All units have venetian blinds. Kitchens are equipped with connections for a washing machine. Air conditioners may be installed in all units by University repairmen or qualified electricians at the tenant's expense. The tenant is responsible for removing the appliance and repairing the window.

The three-bedroom brick, one-story faculty homes are equipped with electric baseboard heaters, 40-inch electric range, 14 cu. ft. refrigerator, electric water heater, venetian blinds, and connections for washing machine. Rental fee includes water, garbage removal and grounds care (the tenant pays for electricity). Eligibility for the three-bedroom homes requires a head of the household with three dependents.

Application for housing may be obtained from the Housing Office, Clemson University, Clemson, S. C. 29631. Priority of applicants is based on a first-come, first-served basis. Names will be added to waiting lists as applications are received at the Housing Office. Applications may be made for one, two, three, or all types of units. You must mark your choice on the application. If more than one type is desired, indicate your preference by number (1st, 2nd, 3rd). Your name will appear on the waiting lists for the types of units specified on the application. You will be notified by letter or phone when a unit is available. Units cannot be assigned until actually vacant. Once a unit is assigned to the applicant, a new application must be submitted if another type is desired thereafter. Moving from one unit to another must be held to a minimum, and only for the purpose of obtaining a different type of unit or a larger dwelling to meet family needs.

Faculty members who retire are permitted to remain in their units for a period of two years after retirement. There is no time limit for active members.

OFFICES OF PUBLIC AND ALUMNI RELATIONS

Components of the Office for Development, these offices serve the public relations and the alumni relations interests of the University. Services are available in the areas of university publications, newspaper-radio-television "coverage," and special events. The alumni section has as its principal project the development of an alumni annual giving program through the Alumni Loyalty

Fund. This living endowment project is dedicated to the continuing improvement of the educational programs of the University. The Alumni Office maintains all alumni records, coordinates the activities of local alumni clubs, arranges the annual class reunion functions, and conducts the service program of the Clemson Alumni Association. All public and alumni relations services are available to the faculty and staff, and non-alumni faculty and staff may become Friends of the Alumni Association by making annual gifts to the Alumni Loyalty Fund.

APPENDIX

CONSTITUTION AND BY-LAWS OF THE FACULTY AND FACULTY SENATE

CONSTITUTION

PREAMBLE

No less than it predecessors, the modern institution of higher learning is a guardian and interpreter of intellectual tradition. It is upon the competence, integrity, and devotion of its faculty to professional ideals that the University must depend for success.

In order that the faculty of Clemson University may carry out the ideals and responsibilities set forth above; and

In order that this faculty may more fully and effectively serve the University by participating in the consideration of policies, procedures and practices; and

In order to facilitate this participation and provide channels for faculty recommendations and suggestions to the President of the University, through the Dean of the University, so that he may more readily have the advice and assistance of the faculty in matters pertaining to the academic, research, and extension interests of the University, assigning to them problems for their investigation and report, as well as receiving from them recommendations and reports on their initiative; and

In order to maintain faculty morale and to augment further the close understanding and cooperation of the faculty and administration,

The faculty of Clemson University is organized as set forth in the following Constitution and By-Laws.

Article I

THE FACULTY

Section 1. **Membership.**

The faculty of Clemson University shall consist of the President of the University; the Dean of the University; the deans and directors of the colleges and schools; professional librarians; the teaching, research, and extension faculty with rank of professor, associate professor, assistant professor, or instructor; and such other members as may be duly elected as provided for in the By-Laws.

Section 2. **Functions.**

The functions of the faculty shall be to approve candidates for degrees; to refer to its executive committee, the Faculty Senate, for investigation and action, such matters as may affect the welfare of its members and the academic, research, and extension policies of the institution; to receive reports from the Faculty Senate of its actions; to approve new members as provided for in the By-Laws; and to act on any other matters brought before it by the Faculty Senate.

Section 3. **Officers.**

The officers of the Faculty shall consist of a chairman and a secretary. The Dean of the University shall serve as chairman, and he shall appoint the secretary and, when necessary, a presiding officer to serve in his absence.

Section 4. **Meetings.**

A meeting of the Faculty shall be held prior to each commencement except the August one, and at such other times as deemed necessary by the chairman. The Faculty Senate may request that the chairman call a special meeting of the Faculty.

Article II

THE FACULTY SENATE

Section 1. **Definition.**

The faculty shall elect from among its members an executive committee to be known as the Faculty Senate.

Section 2. **Membership.**

The Faculty Senate shall consist of those members elected by the faculties of the colleges and schools as provided for in the By-Laws.

Section 3. **Functions.**

The functions of the Faculty Senate shall be to consider policies affecting the academic, research, and extension activities of the University, faculty welfare, administration, scholarship, awarding of degrees, and such other matters as may maintain and promote the best interests of the University. The Faculty Senate shall recommend to the Dean of the University the establishment of new policies or changes in existing policies. It shall make a written annual report to the faculty and make such special reports as it deems necessary to keep the faculty adequately informed.

Section 4. **Officers.**

The officers of the Faculty Senate shall consist of a president, a vice-president, and a secretary elected by the Faculty Senate from among its members. The election of officers shall be as provided for in the By-Laws.

Section 5. **Committees.**

The standing committees of the Faculty Senate shall be:

1. Advisory Committee.
2. Welfare Committee.
3. Admissions and Scholarship Committee.
4. Research Committee.
5. Policy Committee.

Special committees of the Faculty Senate may be appointed by the Advisory Committee of the Faculty Senate or by the President of the Faculty Senate with consent of the Faculty Senate.

The composition of the standing and special committees and the duties of the former shall be as provided for in the By-Laws.

Section 6. **Meetings.**

The Faculty Senate shall hold one regular meeting each month at such times as specified in the By-Laws.

Special meetings of the Faculty Senate may be called by the presiding officer at any time, provided a majority of the members of the Advisory Committee, or their replacements, deem it necessary.

Except for executive sessions, all meetings of the Faculty Senate shall be open to any member of the faculty. Such visitors may be invited by a member of the Advisory Committee to participate in particular discussions.

Any member of the faculty may present any problem or suggestion to the Faculty Senate for its consideration, provided the member notifies the President of the Senate at least one week prior to the meeting at which he would like to appear.

The Faculty Senate may go into executive session by simple majority approval of the members present.

Article III

RULES OF ORDER

The faculty and the Faculty Senate shall conduct all parliamentary procedure in accordance with Robert's Rules of Order.

Article IV

AMENDMENT

The faculty may amend this Constitution at either of the scheduled meetings prior to Commencement during the regular school session by a two-thirds majority vote of the members present. A proposed amendment must be recommended by at least ten members of the faculty, submitted to the Faculty Senate at a regular meeting of that body, voted on by the Faculty Senate at their next regular meeting, and submitted with the recommendations of the Faculty Senate to the members of the faculty in writing at least ten days prior to the next meeting at which action on the amendment could be taken.

Any amendment shall become effective when approved by the faculty.

BY-LAWS

Article I

THE FACULTY

Section 1. **Membership.**

A petition for the election to membership in the faculty of any person who is not automatically a member as prescribed in Article I, Section 1, of the Constitution, must be submitted to the Faculty Senate and referred by this body, with its recommendation, to the faculty for action at the next regular meeting. Election to membership shall be by a simple majority vote of the members present.

Section 2. **Quorum.**

A quorum for any meeting of the faculty shall be that number of members deemed necessary by the presiding officer to transact any business.

Article II

THE FACULTY SENATE

Section 1. **Membership.**

Members of the Faculty Senate shall be elected by the members of the faculty, voting by colleges or schools, for a term of three years.

For purposes of allocation of Senate seats and all other provisions of this Article, the professional librarians will be considered as faculty representing a school.

As a rule there will be thirty-five (35) members. The Senate seats shall be allocated according to the ratio of the number of full-time faculty equivalent members in the college or school to the total number of full-time faculty equivalent members in the University, with each college or school having at least one (1) member. The above ratios are multiplied by thirty-five (35). The colleges or schools for which the ratio is less than one shall have one (1) member. The remaining colleges and schools shall have as many members as are in the largest whole number obtained when its ratio was multiplied by thirty-five (35). If the total number of members allocated thus far is less than thirty-five (35), the remaining seats are allocated to the schools with the larger fractions until there is a total of thirty-five (35) members. If this formula produces an exact tie for a seat, each college and/or school involved will be awarded a seat. Thus, in rare cases, the Faculty Senate may have more than thirty-five (35) members.

For the first election, the Dean of the University shall notify the dean of each college or school as to the total number of Faculty Senate members to which that college or school is entitled. Thereafter, the President of the Faculty Senate shall obtain a new allocation from the Dean of the University in February of the second academic year after organization and every second year after the most recent allocation. This allocation shall be given to the dean of each college or school in time for the March election and will control the numbers elected to the Faculty Senate at that time. If one member is gained he shall be elected for a term of three years; if two members are gained, one shall be elected for three years and one for two years, etc. If one member is lost in the new allocation, one less member shall be elected to the Faculty Senate at that election. As a rule new allocations shall be based on both semesters of the academic year.

The first election shall be held as soon as possible after organization, lots being drawn within each college or school for one-year, two-year, and three-year terms to determine the initial order of rotation. Subsequent elections shall be held in March of each year, terms of office to begin with the April meeting of the Senate. The election of members to the Faculty Senate shall be by secret ballot.

When a new school or college is officially established it shall be entitled to representation in the Faculty Senate as soon as an election can be held. A new school or college shall have one (1) member in the Faculty Senate until the next allocation of seats. Whenever a new school or college is established, the next allocation of seats shall be obtained in the February following official establishment.

Vacancies created on the Faculty Senate for any cause shall be filled for the unexpired term by supplementary elections within the college or school concerned as soon as the vacancy occurs.

College or schools with only one regular Senate member shall elect an alternate on a yearly basis. The alternate shall have the status of a full member at any Senate meeting attended in the stead of the regular member.

Departments shall elect summer alternate members of the Faculty Senate to replace elected senators from that department who are on nine month appointments and not employed by the University during one or both summer sessions. A Senate member who will not be employed by the University during one or both summer sessions shall inform the President of the Faculty Senate who his alternate will be during his absence. The alternate shall have the status of a full member during the designated period. If a department is unable to elect an alternate, the department head shall enlist the aid of his dean in selecting an alternate from the college or school involved.

Each college or school is authorized to hold a special election for the purpose of selecting temporary replacements for any Senate members who will not be in residence for more than three consecutive months.

No member of the Faculty Senate may succeed himself.

Any member of the faculty of a college or school may be eligible for membership on the Faculty Senate excluding administrative personnel.

Section 2. **Officers.**

The initial election of officers of the Faculty Senate shall be held at the first meeting after organization. Elections thereafter shall come at the regular meeting held in April of each year.

Election of officers shall be by secret ballot, a simple majority required for election.

A nominating committee, consisting of the Advisory Committee, shall submit to the Senate no less than two nominees for each elective office.

No officer who has served a full term may succeed himself, except those elected at the first organizational meeting.

In the case of the withdrawal of an officer by resignation or other cause, the Faculty Senate shall elect at the next regular meeting a successor for the unexpired term.

The retiring officers shall serve at the April meeting, and the retiring president shall give the Senate report at the spring meeting of the faculty.

Section 3. **Meetings.**

The date and time of each regular monthly meeting of the Faculty Senate shall be determined by the Advisory Committee elected for that year. The schedule of the meetings for the year shall be announced by the first day in May through such communications as seem appropriate.

Section 4. **Quorum.**

Two-thirds of the elected members of the Faculty Senate or their alternates shall constitute a quorum for the transaction of all business.

Section 5. **Committees.**

The chairman and at least a majority of the members of all committees of the Faculty Senate shall be members of that body, and any other members shall be members of the faculty. The basic functions of the committees shall be to investigate and recommend changes in matters pertaining to the academic and research affairs of the University. They may do this either on their own initiative or on instruction from the Faculty Senate. The committees, through the Faculty Senate, may be requested by the faculty, the Dean of the University, or the President of the University to investigate and report on any academic or research matter. It is not envisioned that these committees shall operate in any administrative capacity; they will report only to the Faculty Senate.

The composition and duties of the standing committees of the Faculty Senate shall be as follows:

The Advisory Committee. The Advisory Committee shall be composed of the officers of the Faculty Senate and one member from each college or school elected by the Faculty Senate at the April meeting. The President of the Faculty Senate shall be the chairman of this committee. It shall be the function of this committee to advise the President of the Faculty Senate and to serve as the nominating committee for the Faculty Senate. In no case shall nominations by the Advisory Committee preclude nominations from the floor. The Advisory Committee shall name the members of the other standing committees and any special committees and shall designate the chairman thereof. The chairmen of the standing committees shall as a rule be from different colleges and/or schools.

The Welfare Committee. This committee shall make recommendations relative to such policies as qualifications for promotion, tenure, retirement, work loads, extracurricular assignments, summer employment, non-university employment, salaries, leaves

of absence, sabbatical leaves, travel, dissemination of information to and from the faculty, public relations, and such other related policies as affect faculty welfare and morale.

The Admissions and Scholarship Committee. The Admissions and Scholarship Committee shall be concerned with all policies of an academic nature which pertain to the individual student. Such policies include recruitment, entrance requirements, transfer credits, class standing requirements, graduation requirements, class attendance regulations, student counseling and placement, and such other related policies.

The Research Committee. The function of the Research Committee shall be to study and make recommendations on policies, procedures and practices that are related primarily to research.

The Policy Committee. The Policy Committee shall concern itself primarily with general policies of the University, particularly as they relate to the faculty. Matters of overall faculty interest, which are not within the purview of the other standing committees and which are not of such a specialized nature as to justify ad hoc committees, would normally be referred to the Policy Committee.

Section 6. **Council of Off-Campus Faculty.**

The chairman of the council shall be the vice-president of the Faculty Senate. The council shall consist of members of the Clemson off-campus faculty, elected for a one-year term in March or April by the faculties at appropriate off-campus locations. It shall be the duty of this council to consider and make recommendations to the Faculty Senate for action on all matters peculiar to those faculty whose duties are primarily away from the main campus. The council shall be the chief liaison instrument between Clemson's main campus and such faculty, keeping both the Senate and the off-campus faculty fully informed of all matters that concern either group.

Article III

ORDER OF BUSINESS

Section 1. **The Faculty.**

a. Call to order, reading and approval of minutes. If the minutes have been duplicated and distributed by the secretary, the reading of the minutes may be dispensed with upon the approval of the membership.

b. Unfinished business.

c. Reports from the Faculty Senate.

d. New business.

Section 2. **The Faculty Senate.**

The President of the Faculty Senate shall prepare an agenda for each meeting. Members of the faculty having items for consideration at a Senate meeting should notify the chairman at least one week before the meeting.

The order of business shall be:

a. Call to order, reading and approval of minutes.

b. Unfinished business.

c. New business.

Article IV

AMENDMENT

The faculty may amend these By-Laws at either of the scheduled meetings prior to commencement during the regular University session by a simple majority vote of the members present. A proposal for amendment must be recommended by at least five members of the faculty, submitted to the Faculty Senate at a regular meeting of that body, voted on by the Faculty Senate at their next regular meeting, and submitted in writing with the recommendation of the Faculty Senate to the members of the faculty at least ten days prior to the next meeting at which action on the amendment could be taken.

An amendment shall become effective when approved by the faculty.